

COURSE FILL RATE AND WAITLIST OVERVIEW



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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COURSE FILL RATE AND WAITLIST OVERVIEW

RESPONSIBILITIES

ACADEMIC COLLEGES/DEPARTMENTS

- Review the Course Scheduling workbook to ensure adequate enrollment availability during open registration.
- During the first week of registration, enrollment changes, therefore it is recommended that the information be reviewed daily.
- After peak registration, it is recommended that the information be reviewed once a week until we approach the start of term.
- A minimum of two weeks prior to the first day of classes, when registration activity picks up again, it is recommended that the information be reviewed daily and through the end of the Add/Drop period.
- Submit scheduling updates to the Registrar's Office utilizing the forms below.
 - Note, changes to enrollment will not be processed on Fridays to avoid waitlist issues over a weekend when students may need assistance.
 - Section Update Request Form:
<https://www.augusta.edu/registrar/section-update-request.php>

REGISTRAR'S OFFICE

- Facilitate any scheduling updates needed by Academic Colleges and/or Departments.

RESOURCES

COURSE SCHEDULING WORKBOOK

<https://analytics.augusta.edu/#/workbooks/1247/views>

COURSE FILL RATE

OVERVIEW

Course fill rates can be found utilizing three different dashboards in the Course Scheduling workbook. Each dashboard is outlined below. Course fill rates on these dashboards are designated with the colored symbols: **>= 80% Fill Rate** | **100% Fill Rate** | **Course Exceeds Maximum Enrollment**

COURSE FILL RATE AND WAITLIST OVERVIEW

Section Scheduling Overview

The Section Scheduling Overview dashboard provides a calendar view of scheduled courses by day and time. Additionally, courses with unscheduled spaces (Online, Internship, etc.) are listed in the left menu alphabetically.

Course Details

The Course Details dashboard provides an overview of a selected course. Details for each section of the selected course are outlined and the corresponding fill rate is listed at the end of the row.

Table View

The Table View dashboard provides a “data dump” for each course and corresponding sections offered of all classes offered for a selected term. The fill rate is listed at the end of the row for each section.

BEST PRACTICES

- Review course capacity for courses tagged with **>= 80% Fill Rate | 100% Fill Rate | Course Exceeds Maximum Enrollment**
- Remedies for courses with tagged fill rate, if appropriate:
 - Update Maximum Enrollment
 - Move course to a space that can accommodate more students
 - Create another section

DATA LIMITATIONS




Data on these dashboards is only available for prior terms, the current term, and terms with open registration.

INSTRUCTIONS

Section Scheduling Overview

1. Log into the Course Scheduling Workbook
<https://analytics.augusta.edu/#/workbooks/1247/views>
2. Select Section Scheduling Overview from the dashboard list.




COURSE FILL RATE AND WAITLIST OVERVIEW

	Type	Name
<input type="checkbox"/>	☆	 Course Scheduling Overview
<input type="checkbox"/>	☆	 Section Scheduling Overview
<input type="checkbox"/>	☆	 Waitlist Overview

3. The middle section provides a calendar view of scheduled courses by day and time. The navy bar represents course enrollment.
4. The right section provides an alphabetical list of those courses without scheduled days and times. The gray bar represents course enrollment.
5. Filters on the left menu can be used to narrow the data to specified searches.
 - Specifically, the filter titled, Fill Rate, can be used to view courses tagged for review.

Course Details

1. Log into the Course Scheduling Workbook
<https://analytics.augusta.edu/#/workbooks/1247/views>
2. Select Course Details from the dashboard list.

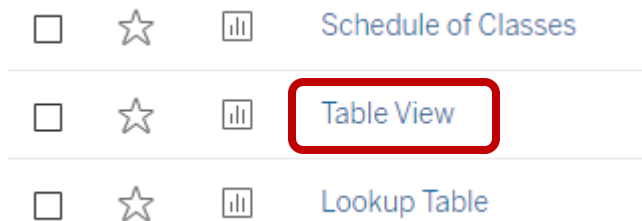
<input type="checkbox"/>	☆	 Waitlist Overview
<input type="checkbox"/>	☆	 Course Details
<input type="checkbox"/>	☆	 Course and Classroom Scheduling Policy

3. The top section lists the selected course and the corresponding overall fill rate.
4. The second section provides a detailed view for each scheduled section of the selected course. The fill rate for each section is listed at the end of each row.
5. The bottom section provides a breakdown of course details by campus, instruction method, and schedule type. Fill rate can be viewed for each breakdown.
6. Filters on the left menu can be used to narrow the data to specified searches.

COURSE FILL RATE AND WAITLIST OVERVIEW

Table View

1. Log into the Course Scheduling Workbook
<https://analytics.augusta.edu/#/workbooks/1247/views>
2. Select Course Details from the dashboard list.



3. The Table View provides a list view for all courses offered for a selected term.
4. Fill rate for each section is listed at the end of each row.
5. Filters on the left menu can be used to narrow the data to specified searches.
 - Specifically, the filter titled, Fill Rate, can be used to view courses tagged for review.

WAITLIST OVERVIEW

The Waitlist Overview dashboard provides the total students on the waitlist by course and corresponding sections (CRNs). Courses tagged with a paw are listed with Core Curriculum designation.

BEST PRACTICES

- Review course capacity for courses with a waitlist.
- Remedies for courses with waitlist, if appropriate:
 - Update Maximum Enrollment
 - Move course to a space that can accommodate more students
 - Create another section

DATA LIMITATIONS

Data on this dashboard is only available for prior terms, the current term, and terms with open registration.

COURSE FILL RATE AND WAITLIST OVERVIEW

INSTRUCTIONS

1. Log into the Course Scheduling Workbook
<https://analytics.augusta.edu/#/workbooks/1247/views>
2. Select Waitlist from the dashboard list.

	Type	Name
<input type="checkbox"/>	☆	📊 Course Scheduling Overview
<input type="checkbox"/>	☆	📊 Section Scheduling Overview
<input type="checkbox"/>	☆	📊 Waitlist Overview

3. In the top section, totals for the selected filters will display.
 - Waitlist total provides the total number of students on the waitlist.
 - Core Curriculum Waitlist Total provides the total number of students on the waitlist for courses designated with the Core Curriculum attribute in Banner.
4. The bottom sections display detailed breakdowns for the courses with a waitlist.
5. The section Waitlist by Course provides the overall waitlist total for the course and if the course is designated with the Core Curriculum attribute.
6. By selecting a course within the Waitlist by Course column, the details for each section will display in the Waitlist by Section area by ascending CRN.
7. Filters on the left menu can be used to narrow the data to specified searches.

CONTACT

If you have any additional questions, please contact our office at jocliatt@augusta.edu.