



Tools for Building a Schedule that Facilitates Student Success and Graduation

In the CSU, we are funded on the basis of our enrollment (FTES). Each year, the campus receives an enrollment target and each of the colleges receives an enrollment goal that needs to be met. Therefore, building and monitoring the class schedule is critical to both reaching enrollment goals and providing students with the courses they need to make academic progress and to graduate.

Strategies, Tips and Advice:

- When building the class schedule, pay particular attention to:
 - classes that freshmen and new transfers need to get off to a good start
 - bottleneck classes that are prerequisites to more advanced classes
 - advanced classes that students near graduation need to complete curricular requirements
- Monitor classes with low enrollment and cancel them sufficiently early so that the enrollment funding can be used for classes with higher demand.
- Use the waitlists and enrollment reports to identify bottleneck classes. Additional enrollment funding is available in Academic Programs to open up sections and fund bottleneck courses. The additional enrollment funding is transferred after the college reaches its FTES goal.
- Use time modules wisely to avoid overlapping classes and minimize scheduling conflicts.
- If you have classes with high failure rates (D/F/WU/W), request student success funding to redesign the course and/or to add supplemental instruction.
- Use data and the various enrollment reports summarized below to manage your class schedule.

Reports that Offer Information about Students' Progress to Degree

Students listed in these reports need to receive targeted advising during pre-registration to complete final requirements by enrolling in the classes that will be offered in the current and following quarters. Information on course demand should be shared with the department chair.

Undergraduates with 90 or Less Units to Degree Report

List of the undergraduate students who have 90 units or less in their primary degree and have unit or other requirements to complete in all academic objectives.

Where to find it Data Warehouse

Who has access Faculty/Staff with approved access

Undergraduates with Cumulative Units Over 125% Detail

Detailed information about outstanding requirements for undergraduate students with units greater than 125% required for their degree.

Where to find it Data Warehouse

Who has access Faculty/Staff with approved access

Reports that Offer Information about Courses to Add/Remove from Schedule

ABC Reports

List of undergraduate courses that show as not satisfied on degree progress reports, with the total number of students who have not satisfied that requirement. There are two tabs: courses needed for all academic objectives by students who are 20 units and 45 units from their degree; and lower division courses needed for all academic objectives by students who are 90 units or less from their degree.

How to use it Identify courses with high demand that should receive particular attention in scheduling; target sequences each quarter, courses attractive to new students in the fall, prerequisite courses in the winter, courses for graduating seniors in the spring.

Where to find it Data Warehouse

Who has access Deans/Associate Deans/Department Chairs

Class Schedule Detail Tab

Detailed information about course schedule including instructors, components, instruction mode, meeting days, times, locations, and enrollment.

How to use it Good format to proof schedule; Ensure that classes are spread across time modules, particularly classes that appear on the ABC List, multiples sections of a class, and multiple classes that satisfy the same requirement.

Where to find it Class Schedule Link on Bronco Interactive Dashboard

Who has access All Faculty/Staff

Class Schedule Low Enrollment Tab

Summary of undergraduate lectures and seminars with less than 15 students enrolled, and graduate lectures and seminars with less than 12 students enrolled. Data can be disaggregated down to college, department, and prefix, and to class detail.

How to use it Consider cancelling or combining classes on this list to make it possible to offer additional sections of courses with higher demand. This may require offering course substitutions to students enrolled in these classes.

Where to find it Class Schedule Link on Bronco Interactive Dashboard

Who has access All Faculty/Staff

Class Schedule Waitlist Tab

List of classes with enrollment and waitlist totals (unique student count) for a specified quarter with links to more detailed reports at the course and section level.

How to use it Attempt to increase class size in existing sections or offer additional sections of classes on this list, either in current quarter or following quarter.

Where to find it Class Schedule Link on Bronco Interactive Dashboard

Who has access All Faculty/Staff

New Students Course-Taking Pattern Tool

The New Students Course-Taking Pattern Tool (Excel spreadsheet using the slicer function) provides historical data on student course-taking.

How to use it	Consider which courses had large enrollments by new students in past years as you build or adjust your class schedule. Slicers appear on the left and results data on the right. Selections are highlighted in blue (notice that "First-Time Freshmen" is selected by default). Click on your course prefix and the results data table will show how many new students enrolled in this course over the past three years. Click on "New Transfer" students to change to that population. Use other selections to focus your analysis: students in a particular college or major only, fall quarter enrollments only, selected academic years only, etc.
Where to find it	Data Warehouse, "University Data" folder
Who has access	Faculty/Staff with approved access