

User Documentation: Divisional Report

1. Report Name Divisional Report

2. Location File Path: enrollment/enrollment/

3. Description This report is designed to support academic planning by summarizing divisional and course-level enrollment metrics. It includes detailed sub-reports covering seat capacity, enrollment distribution, course status, faculty assignments, and performance insights. Each sub-report provides data relevant to specific planning needs during the 202530 academic term.

4. List of Sub-Reports

1. I. Divisional Capacity
2. II. Low Enrolled Courses (<80%)
3. III. High Enrolled Courses (>=80%)
4. IV. Distribution by Time (Morning, Afternoon, Evening)
5. V. Distribution by Mode (Mixed Mode, Online, Onsite, RTV)
6. VI. Distribution by Flex Term
7. VII. Reserve/Inactive/Canceled Sections
8. VIII. Wait List Review
9. IX. Total Faculty
10. X. Number of Faculty by Load Type
11. XI. Courses with $\leq 70\%$ Success Rate (Previous Term)
12. XII. Weekend Courses
13. XIII. Courses with Dual Enrolled Students

5. Sub-Report Descriptions and Column Definitions

I. Divisional Capacity Provides seat availability by discipline.

Column	Description
Discipline	Academic area or department name
Active Seat Capacity	Total general enrollment seats
Reserved Seat Capacity	Seats held for specific groups (e.g., dual enrolled)

II. Low Enrolled Courses (<80%) Highlights courses with low seat fill rates.

Column	Description
Course	Course code
Title	Course title
Number of Sections (202430)	Prior term section count
Number of Sections (202530)	Current term section count
% Filled (202430)	Enrollment ratio in prior term
% Filled (202530)	Current enrollment ratio
Avg Section Size (202430)	Avg students per section last term
Avg Section Size (202530)	Avg students per section current term

III. High Enrolled Courses (>=80%) Courses with strong enrollment performance.

Column	Description
Course	Course code
Title	Course title
Number of Sections (202430)	Prior term section count
Number of Sections (202530)	Current term section count
% Filled (202430)	Enrollment ratio in prior term
% Filled (202530)	Current enrollment ratio
Avg Section Size (202430)	Avg students per section last term
Avg Section Size (202530)	Avg students per section current term

IV. Distribution by Time Shows enrollment breakdown across daily time slots.

Column	Description
Course	Course code
Title	Course title
Morning Sections / % Filled	Sections and fill rate: 7am–11:59am
Afternoon Sections / % Filled	Sections and fill rate: 12pm–4:59pm
Evening Sections / % Filled	Sections and fill rate: 5pm–10:00pm

V. Distribution by Mode Delivery mode comparison for each course.

Column	Description
Course	Course code
Title	Course title
Mixed Mode Sections/%	Count and fill rate for mixed mode delivery
RTV Sections/%	Real-Time Virtual section details
Online Sections/%	Online section count and fill rate
Onsite Sections/%	In-person class count and utilization

VI. Distribution by Flex Term Breakdown of course delivery by flex terms (PTRM).

Column	Description
Course	Course code
Title	Course title
Sections / % per PTRM	Values per PTRM type: 1, H1, H2, TWK

VII. Reserve/Inactive/Canceled Sections Courses not currently active or cancelled.

Column	Description
Course	Course code
Title	Full course name
CRN	Course Registration Number
Section Status	Reserved, Inactive, or Canceled
Room Assigned	Room or delivery platform assigned

VIII. Wait List Review Monitors sections with waitlisted students.

Column	Description
Course	Course code
Title	Full course name
CRN	Section reference number
Wait Ct	Number of students on wait list

IX. Total Faculty Summarizes overall instructional staff count.

Column	Description
Course	Course code
Title	Course name
Faculty %	Faculty count or instructional load

X. Faculty by Load Type Displays faculty distribution by workload type.

Column	Description
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Course	Course code
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Title	Course title
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Faculty % Load split: Full-time, Adjunct, Other	
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XI. Courses with $\leq 70\%$ Success Rate (Previous Term) Identifies low-performing courses from term 202430.

Column	Description
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Course	Course code
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Title	Course title
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Success Rate	Pass rate for that course
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XII. Weekend Courses Details about courses scheduled on weekends.

Column	Description
Course	Course code
Title	Course title
CRN	Section reference number
Weekend/Time Block	Scheduled day and part of day

XIII. Courses with Dual Enrolled Students Courses including high school students via dual enrollment.

Column	Description
Course	Course code
Title	Course title
Dual Enrolled Count	Count of dual enrolled students