





UNIVERSITY OF HAWAI'I AT MĀNOA

OFFICE OF THE CHANCELLOR

October 14, 2004

MEMORANDUM

TO: Department Chairs and Program Directors

FROM:  Neal Smatresk 
Vice Chancellor for Academic Affairs

SUBJECT: Enrollment Management - Software Training

As you are aware, the Fall 2004 enrollment exceeded our course capacity. The result was that a number of courses critical to incoming students closed earlier than anticipated. To assist you in future course planning, an online enrollment management system has been created. The following reports can now be generated in real time:

Course Availability. Reports will show seat availability by level (100-, 200-, 300-, 400- level), by class and which sections are over capacity.

Course Popularity. When a course closes, departments will learn the number of students still attempting to register for the course by the number of mouse clicks. This information may be useful in gauging whether there is enough interest to open additional sections.

Please note that historical enrollment data is available for Spring 2004 and Fall 2004 (and any other semester) to help you prepare for the Spring 2005 semester.

While the program is intuitive, user friendly and easily accessible through your Internet browser, we realize that training and communication is of paramount importance for the success of any project. Therefore, we have set up a number of training sessions to introduce the system, go over its objectives and instruct users on how to input feedback, so that we may even further improve the system.

All department chairs (and anyone who is involved with course planning) are strongly encouraged to attend one of the one-hour sessions that are scheduled on November 3, 4, 5, and 9 in the Keller 204 computer lab. For details and to register for a training session, please visit our website at <http://www.hawaii.edu/ovcaa/communications/register/> and complete the form on line. The deadline to register is **Friday, October 29, 2004**. Should you have questions, please contact our office at 956-8447.

c: Mānoa Deans and Directors
Associate Dean Ronald Cambra
Interim Director Jan Heu
Interim Program Officer Wendy Pearson
Mr. Gary Rodwell
Ms. Susan Glanstein