BATCH REGISTRATION DASHBOARD

Dashboard Description & Purpose

The goal of the batch registration dashboard is to provide departments and college units the ability to examine a high level visualization of the daily simulations from the UniTime batch registration solver combined with student and course information that is widely shared across campus. This differs from the Online Student Scheduling Dashboard available directly from UniTime. First, in most views, the data has been aggregated in a way that will allow a user to evaluate the schedule health of a population and how that changes throughout the pre-registration cycle through Fall census. Second, this dashboard allows users to identify specific populations of students based on their selected plan of study and whether they are new beginners, transfers or another type of new student. Conversely, the Online Student Scheduling Dashboard is intended for administrators, scheduling deputies and student advisors, as it gets into a much finer level of detail and is more closely aligned with operational purposes.

The batch registration dashboard will be accessible to users during this pilot stage from the Registrar's Pre-Registration page under the heading "Dashboards"

(<u>https://www.purdue.edu/registrar/faculty/advisors/pre-registration.html</u>). The dashboard will be refreshed on a daily basis from the beginning of STAR (mid-June) through batch day (mid-July). After students are batched in, the dashboard will be updated with actual registration weekly (Mondays) through Fall Census in early September in order to monitor student schedules after they are given the ability to make changes to their own schedules. See the Pre-Registration Timeline for more information: https://www.purdue.edu/registrar/faculty/advisors/timeline.html.

It is important to note the goals of the batch registration solver (simulation and actual batch registration generating algorithm) when viewing this dashboard. As enrollment has grown, we have found a need to use our resources more efficiently. Batch registration allows us to optimize the schedules of all students who complete a course request form (see appendix A) in a given time period. Currently, this population is limited to students who are attending STAR or VSTAR prior to the fall semester. The goal of the solver is to assign students to classes in order to minimize conflicts while respecting individual student course requests and preferences along with various other constraints. This dashboard is intended to help deans and department heads assess whether the demand measured is in alignment with course offerings and utilization during the pre-registration cycle.

Dashboard Tab Functions

INTRODUCTION

Purpose: Provide a brief introduction to the purpose of the dashboard, the topic of the course request form and the ways to navigate the dashboard.

Batch Registrat	ion Dashboard	
As enrollment has grown, we have found a need to use our resources more efficiently. Batch is complete a course request form in a given time period. Currently, this population is limited to algorithm is to assign students to classes while minimizing conflicts and respecting individua intended to help deans and department heads assess whether the demand measured is in ali	students who are attending STAR or VSTAR prior to the al student course preferences along with various other co	fall semester. The goal of the onstraints. This dashboard is
Course Req	uest Form	
During the pre-registration process, each student can indicate the list of requested courses together with his or her preferences. These preferences contain course priorities (order of courses based on their importance for the student), alternative course requests (each course request can have one or more alternative courses), free time requests, etc. There are two sections to the course request form: the priority course request section and the substitute course request section. The priority section provides us with an ideal number of courses that the student desires. The substitute course requests can work as an alternative to any course from the upper section. Alternates can only work as an alternative to the priority courses they fall under directly.	Course Requests 1. Pixotty Det 11500 1. Attentative Favri 17200 2. Attentative Favri 17200 2. Pixotty EVR01 13200 1. Attentative ECP5 31500 2. Attentative ECP5 31500 3. Attentative ECP5 31500 3. Priority InA 1600 1. Attentative FA1510 2. Attentative FA1510 3. Attentative FA1500	\$ ₽X \$
Navigation	4. Priority ENGL 10600 1. Attemative SCLA 10100	: AX 🚺 🕹 🛍
Population Health: In this approach, user can filter in the Population Health tab and the filters are applied to the Course Requests and Student Details tabs. These three tabs start from selecting a student population and then identifying the course choice trends for the selected population. Course Health: This is a reverse approach to the Population Health tab where you can select ourses and	2. Attendary BIKG, 196007 5. Photty for a free time, e.g., Free HINF 7:30 - 0:30 6. Photty 7. Photty 7. Photty Course with the lowest priority.	+ 2X - 2X 1 4 E - 2X 1 4 E
then identify the number of students who requested, enrolled or did not receive the course in their schedules. Filters applied here affect only this tab. Student Details: Only the users who have done the necessary certifications can view and download the	1. Substitute COM 11400	Carrier par Carrier a sume successery in open the Cause Prote damp westled above in not available;
student level data shown on this tab. Quick Links Kev	1. Alternative SCLA 10200 2. Alternative COM 11400EVIVG 2. Substitute	x 0 : + 0 X + 0 X
Population Health, used as a filter for the Course Requests and Student Details tabs.	3. Substitute Degree Plan	© × 1 € Build Schedule ♦
Course Requests, shows course choice trends of the students identified using		

the Population Health tab.

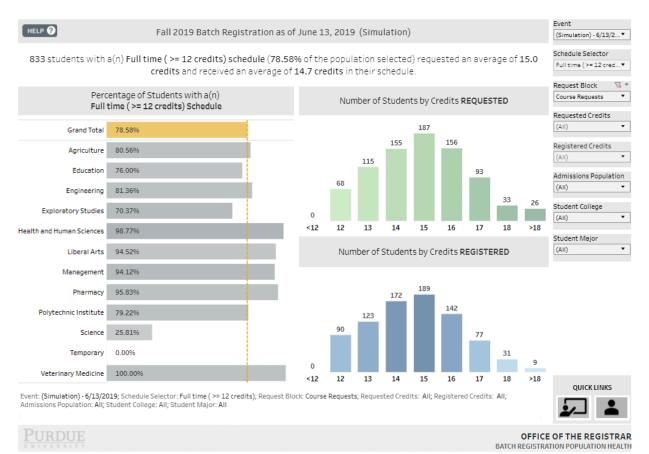
Student Details, shows course request information of the students identified using the Population Health tab.



OFFICE OF THE REGISTRAR BATCH REGISTRATION INTRODUCTION

POPULATION HEALTH

Purpose: Identify population health as it relates to the type of schedule and number of credits a student from a given college/major or admit type has in their simulated or actual schedule. This page is also used to filter the Course and Student tabs showing the student's choices and alternates at varying levels of detail. Tooltips display information in sentence format to aid end users in interpretation of the data presented.



Filters

- 1. **Event:** shows whether the data provided is a simulation or actual registration dataset and the date that the data was loaded to the dashboard. For simulations, this is in line with the date that the simulation run ended. For actuals, data is from the previous night's load. The latest event (latest date) will appear here by default.
- 2. Schedule Selector: This filter will determine the population of students being examined.
 - a. Full time schedule: a schedule containing 12 or more credit hours as shown here, https://www.purdue.edu/registrar/currentStudents/students/index.html.
 - b. Part time schedule: a schedule containing less than 12 credit hours.
 - c. Complete schedule: a schedule that includes at least one of the requested courses from each request grouping from the top portion of the course request form.
 - d. Incomplete schedule: a schedule that does not include at least one of the requested courses (or provided alternates) from the top portion of the course request form.

- 3. **Request Block:** This allows the user to select only the upper or lower portion of the course request form. This is most helpful when there is interest in viewing the number of credits requested vs. enrolled.
 - a. Course Requests: upper section of the form
 - b. Substitute Requests: lower section of the form
- 4. **Requested Credits:** number of credits a student requested in their course request form.
- 5. Registered Credits: number of credits in a student's schedule (simulated or actual).
- 6. Admissions Population: allows the user to identify new beginners vs. other populations of incoming students.
- 7. Student College: allows the user to identify a specific college
- 8. Student Major: allows the user to identify a specific major

Questions to answer with this tab

- 1. In a given simulation or after batch day through census freeze, how many students by college, major and/or admissions population were able to get a...
 - a. ...complete schedule?
 - b. ...incomplete schedule?
 - c. ...full time schedule?
 - d. ...part time schedule?
 - e. ...any of the above schedules with a particular number of requested credit hours?
 - f. ...any of the above schedules with a particular number of enrolled credit hours?
- 2. At a high level, what did batch registration simulated schedules look like compared to actual enrollment on the first day of classes or on census day?
- 3. Was pre-registration successful at delivering new beginners from all colleges an appropriate number of credit hours?

COURSE REQUESTS

Purpose: Displays the top course choices for a given population (selected on the first tab). The collapsible menu on the left allows users to gain contextual knowledge about space remaining in a given course irrespective of the population filters selected on the Population Health tab. This tab will also show the top course choices that were missing from a student's schedule if the Incomplete schedule is selected on the Population Health tab. Tooltips display information in sentence format to aid end users in interpretation of the data presented.

HELP 🕜	E Menu	833 students with a(elected and received the following priority or					9 (Simulation)
		Priority Choice Courses			Firs	t Alternative C	hoice Courses
ENGR13100	ENGR 13100	332	EN	GR13100	ENGR 13100		333
CHM11500	CHM 11500	308	CH	M11500	CHM 11500		308
ENGL10600	ENGL 10600	194	EN	GL10600	ENGL 10600		194
	ENGL 106001	63			ENGL 106001	63	
	ENGL 10600R	22			ENGL 10600R	22	
	ENGL 10600Y	6			ENGL 10600Y	6	
ENGL11000	ENGL 11000	166	EN	GL11000	ENGL 11000		166
PHYS17200	PHYS 17200	144	PH	YS17200	PHYS 17200		146
	PHYS 17200H	6			PHYS 17200H	6	
	PHYS 17200D	1			PHYS 17200D	1	
MA16010	MA 16010	140	MA	416010	MA 16010		140
	MA 16010DIST	1			MA 16010DIST	1	
MA16500	MA 16500	133	MA	A16500	MA 16500		133
ENCO10100		d Alternative Choice Courses				ier Alternative	e Choice Courses
ENGR13100	ENGR 13100	333		GR13100	ENGR 13100	-	333
CHM11500	CHM 11500	308		M11500	CHM 11500	_	308
ENGL10600	ENGL 10600	194	EN	GL10600	ENGL 10600		194
	ENGL 106001	63			ENGL 106001	63	
	ENGL 10600R ENGL 10600Y	6			ENGL 10600R	22	
ENGLI 1 1 000					ENGL 10600Y	6	100
ENGL11000 PHYS17200	ENGL 11000 PHYS 17200	166		GL11000	ENGL 11000		166
PH131/200			PH	YS17200	PHYS 17200		146
	DUVS 17200U						
	PHYS 17200H	6			PHYS 17200H	6	
MA16010	PHYS 17200D	1		16010	PHYS 17200D	1	140
MA16010	PHYS 17200D MA 16010	1 140	MA	16010	PHYS 17200D MA 16010	1	140
	PHYS 17200D MA 16010 MA 16010DIST	1 140			PHYS 17200D MA 16010 MA 16010DIST		
MA16500 Event: (Simula	PHYS 17200D MA 16010 MA 16010DIST MA 16500	1 140 1 133 chedule Type: Full time (>= 12 credits); Request Block: Course	MA	A16500	PHYS 17200D MA 16010 MA 16010DIST MA 16500	1	140 133 QUICK LINKS

Filters

These filters only apply to the collapsible menu that shows the amount of space that remains in a course as of the simulation event selected on the first tab.

- 1. **Course College**: the college that offers a course
- 2. **Course Subject:** a three or four letter code and description indicating the broad subject matter of a given course
- University Core Courses: course attributes that indicate whether a PWL course is part of the university core curriculum (<u>https://www.purdue.edu/provost/students/s-</u> initiatives/curriculum/courses.html)
- 4. Course ID: a unique identifier that represents a specific course

Other Information & Definitions

- Suffixed Courses: A suffix is an alpha character that follows the five digit course number (i.e. COM 11400C). Suffixes are used to help identify particular sections of a course that are intended for distinct populations. For more information on suffixed courses, see the appendix.
- 2. **Space Remaining:** Limit Registered Students = Space Remaining
- 3. **Collapsible menu**: contains overall course space details that are not affected by any of the population filters.

	0	verall Cour	se Demand			
ourse Colleg	e		Course Subject			
(AII)		•	(All)		,	
University Co	re Co	ourses	Course			
(AII)		•				
COURSE	1	SPACE REMAINING 1	SUFFIXED COURSE			
AAE20000		8	AAE 20000	0		
AAE20300		20	AAE 20300	0	į.	
AAS27100		3	AAS 27100	0	1	
AAS27700		11	AAS 27700	0		
AAS37100		10	AAS 37100B	0		
AAS37500		18	AAS 37500	۰		
ABE20100		19	ABE 20100	0		
ABE20500		18	ABE 20500	•		
ABE22600		27	ABE 22600	۰		
ABE29000		36	ABE 29000	O		
ABE30500		5	ABE 30500	0		
AD10500		7	AD 10500	C		
AD10600		6	AD 10600	O		
AD11300		0	AD 11300	•		
AD11400		2	AD 11400	0		
AD11700		0	AD 11700	•		
AD11900		1	AD 11900	0		
AD12500		8	AD 12500	O		
AD20000		3	AD 20000	O		
AD20200		8	AD 20200	Ŏ		
AD22000		0	AD 22000			
AD22600		5	AD 22600	O		
AD23300		6	AD 23300	O		
AD24200		0	AD 24200	•		
AD25100		8	AD 25100	۰	1	

Questions to answer with this tab

- 1. What were the most popular first choice, first alternate, second alternate, etc. choice courses that a select student population either received or missed in their schedule?
- 2. Are students in a given major following their plan of study with regard to their course requests?
- 3. If a given course was missed, is it due to lack of space?

Known issue & workaround: Some tooltips from the charts on the left hand side of the screen will not display unless the collapsible menu is open.

STUDENT DETAILS

Purpose: Provides the ability to drill in further to student level details if a problem is identified with regard to space at the aggregate level.

griculture,	12	No Primary	Course	2	0	GS 49000SS	Enrolled		Enrolled
gribusiness		Advisor	Requests	3	0	CHM 11100	Enrolled		Missed
					1	BIOL 11000	Reg. Group Fulfilled		Req. Group Fulfill
					2	BTNY 11000	Reg. Group Fulfilled		
				4	0	MA 15800	Enrolled		
					1	ANTH 10000	Reg. Group Fulfilled		
				5	0	AGEC 20300	Enrolled		
					1	AGEC 21700	Reg. Group Fulfilled		
				6	0	AGEC 20200	Enrolled		
					1	TLI 21400	Reg. Group Fulfilled		
					2	AGRY 10500	Req. Group Fulfilled		
				7	0	AGR 10100	Enrolled		
				8	0	AGR 11200	Enrolled		
	14	Shamps -	Course	1	0	GS 49000SS	Missed	•	
			Requests	2	0	CHM 11100	Enrolled		
					1	BTNY 11000	Req. Group Fulfilled		
					2	BIOL 11000	Req. Group Fulfilled		
				3	0	AGEC 20300	Enrolled		
					1	AGEC 21700	Req. Group Fulfilled		
				4	0	AGR 10100	Enrolled		
				5	0	AGR 11200	Enrolled		
				6	0	AGEC 20200	Enrolled		
					1	SOC 22000	Req. Group Fulfilled		
				7	0	TLI 11200	Enrolled		
					1	TLI 15200	Req. Group Fulfilled		
					2	TLI 21400	Req. Group Fulfilled		
				8	0	AGRY 10500	Enrolled		
					1	CSR 10300	Req. Group Fulfilled		
griculture,	15	Time 0001407140	Course	1	0	AGR 29000H	Enrolled		
gricultural			Requests	3	0	CHM 11100	Enrolled		
conomics						0700144444	0 0 F 100 U	-	QUICKLINKS

Other Information & Definitions

- 1. Hover over the Help icon to review download instructions and troubleshooting.
- 2. **Download** includes college, major, number of registered credits, primary advisor name, student ID, course requests and status of each course request.
- 3. The statuses of each request include Enrolled, Missed and Request Group Fulfilled.
 - a. **Enrolled**: For simulations, this means that the solver has given this student a seat in the course. For actuals, this means that the student is truly registered.
 - b. **Missed**: The solver did not give this student a seat in the course or in any alternatives the student placed on the course request form.
 - c. **Req. Group Fulfilled**: The solver was able to place the student in a priority or other alternate choice course within the same priority grouping, and this course was not needed in the schedule.

Questions to answer with this tab

What are the course request details of each student within a select population?

COURSE HEALTH

Purpose: The top half of this tab provides three lists of courses, showing the demand (number of requests) on the left, seats utilized or space remaining in the list in the middle and most missed courses on the right. The user can identify a specific course or group of courses to identify where demand exceeds capacity.

The bottom half of this tab allows the user to enter a course in the Course Combination filter in order to identify popular combinations of courses, at the request stage, the registration stage or when both courses do not exist in a student's schedule, even after requesting both.

Additionally, users can utilize the tooltips to identify the student college breakdown of each bar within each chart.

HELP ?	Moc		DECISTEDED	and MISSED Co	ursos as of	June 13, 2019 (S	imulation)		Event
HELP U	WOS	I REQUESTED,	REGISTERED		urses as or	Julie 15, 2019 (5	initiation)		(Simulation) - 6/13/2 🔻
ENGL10600	ENGL 10600	430	ENGR13100	ENGR 13100	349	GS49000	GS 49000SS	92	
	ENGL 106001	74	ENGL10600	ENGL 10600	232		GS 49000ATL	0	Request Block
	ENGL 10600R	30		ENGL 106001	68		GS 49000N	0	Course Requests 🔹
	ENGL 10600Y	230		ENGL 10600R	28	ENGR10300	ENGR 10300	7	Requests Grouping
COM11400	COM 11400	3\$6		ENGL 10600Y	17		ENGR 10300NM	2	(AII) •
	COM 11400H	7	CHM11500	CHM 11500	329		ENGR 10300PRO	1	N - 7
	COM 11400LC	23	ENGL11000	ENGL 11000	178		ENGR 10300BIDC	0	Course College
	COM 11400LCICS	2	PHYS17200	PHYS 17200	151		ENGR 10300CEM	0	(All) 🔻
	COM 11400X	188		PHYS 17200H	6		ENGR 10300LC	0	
CHM11500	CHM 11500	409		PHYS 17200D	1		ENGR 10300NUC	0	Course Subject
PHYS17200	PHYS 17200	388	MA16500	MA 16500	152	NUTR30300	NUTR 30300	7	(AII) •
	PHYS 17200D	116	MA16100	MA 16100	146		NUTR 30300D	4	Univ Come Country
	PHYS 17200H	e	MA16010	MA 16010	143	COM11400	COM 11400LC	4	Univ. Core Courses
MA16500	MA 16500	392		MA 16010DIST	1		COM 11400	1	Other Attributes 💌
MA16100	MA 16100	364	COM11400	COM 11400	114		COM 11400H	0	Course
CCI & 10100	CCI A 10100	- ode		CO11 11 1001 C	ho		0011111001000		(AII) •
		Courses mo	ost REQUESTE	D, REGISTEREI	and MISS	ED with ENGL106	00		
SCLA10100		308	ENGR13100			.35 COM11400		1	Course Combination
COM11400		280	CHM11500		113	CS15900		1	ENGL10600
ENGL10800		256	MA16100	59		CS17700		1	
EDPS31500								-	
SCLA10200		220	ENGR10300			STAT11300		1	
		216	MA16500	53		AAE20300	0	1	
PHYS17200		216 210		53 53		AAE20300 AAE25100	0	1	
PHYS17200 MA16500		216	MA16500	53 53 45		AAE20300	0	1	
MA16500 ENGR13100		216 210	MA16500 MA26100	53 53 45 35		AAE20300 AAE25100	0 0 0	1	
MA16500 ENGR13100 CHM11500		216 210 208 201 199	MA16500 MA26100 PHYS17200	53 53 45 35 26		AAE20300 AAE25100 AAS27100	0 0 0	1	
MA16500 ENGR13100		216 210 208 201	MA16500 MA26100 PHYS17200 MA16010	53 53 45 35		AAE20300 AAE25100 AAS27100 AD10500	0 0 0	1	
MA16500 ENGR13100 CHM11500		216 210 208 201 199	MA16500 MA26100 PHYS17200 MA16010 CS15900	53 53 45 35 26		AAE20300 AAE25100 AAS27100 AD10500 AD11300	0 0 0	1	
MA16500 ENGR13100 CHM11500 MA16100		216 210 208 201 199 197	MA16500 MA26100 PHYS17200 MA16010 CS15900 MA15800	53 53 45 35 26 26 26		AAE20300 AAE25100 AAS27100 AD10500 AD11300 AD11700	0 0 0 0	1	
MA16500 ENGR13100 CHM11500 MA16100 PHIL26000		216 210 208 201 199 197 197	MA16500 MA26100 PHYS17200 MA16010 CS15900 MA15800 CS19300	53 53 45 35 26 26 26 26 24		AAE20300 AAE25100 AAS27100 AD10500 AD11300 AD11700 AD12500	0 0 0 0 0	1	
MA16500 ENGR13100 CHM11500 MA16100 PHIL26000 CS15900 AMST10100	1	216 210 208 201 199 197 197 197 178 63	MA16500 MA26100 PHYS17200 MA16010 CS15900 MA15800 CS19300 PSY12000 BIOL11000	53 53 45 35 26 26 24 23 21	nurse College:	AAE20300 AAE25100 AD10500 AD11300 AD11700 AD12500 AD22600 AD22700	0 0 0 0 0 0 0		· Course Combination:
MA16500 ENGR13100 CHM11500 MA16100 PHIL26000 CS15900 AMST10100	1	216 210 208 201 199 197 197 197 178 63	MA16500 MA26100 PHYS17200 MA16010 CS15900 MA15800 CS19300 PSY12000 BIOL11000	53 53 45 35 26 26 24 23 21	ourse College: /	AAE20300 AAE25100 AAS27100 AD10500 AD11300 AD11700 AD12500 AD22600	0 0 0 0 0 0 0		; Course Combination:
MA16500 ENGR13100 CHM11500 MA16100 PHIL26000 CS15900 AMST10100 Event: (Simu	1	216 210 208 201 199 197 197 197 178 63	MA16500 MA26100 PHYS17200 MA16010 CS15900 MA15800 CS19300 PSY12000 BIOL11000	53 53 45 35 26 26 24 23 21	ourse College: J	AAE20300 AAE25100 AD10500 AD11300 AD11700 AD12500 AD22600 AD22700	0 0 0 0 0 0 0		; Course Combination:
MA16500 ENGR13100 CHM11500 MA16100 PHIL26000 CS15900 AMST10100 Event: (Simu ENGL10600	1	216 210 208 201 199 197 197 197 178 63	MA16500 MA26100 PHYS17200 MA16010 CS15900 MA15800 CS19300 PSY12000 BIOL11000	53 53 45 35 26 26 24 23 21	ourse College: A	AAE20300 AAE25100 AD10500 AD11300 AD11700 AD12500 AD22600 AD22700	0 0 0 0 0 0 0	ses: Other Attributes	; Course Combination:

This tab is set to the Course Requests section of the Course Request Form by default.

Filters & Definitions

1. **Event:** shows whether the data provided is a simulation or actual registration dataset and the date that the data was loaded to the dashboard. For simulations, this is in line with the date that the simulation run ended. For actuals, data is from the previous night's load. The latest event (latest date) will appear here by default.

- 2. **Request Block:** This allows the user to select only the upper or lower portion of the course request form. You may want to select "Course Requests" for example when trying to identify the most requested courses that students placed in the priority section.
 - a. Course Requests: upper section of the form
 - b. Substitute Requests: lower section of the form
- 3. **Request Grouping:** This allows the user to identify courses that were in the first choice, first alternate, second alternate, etc. choice slots of the course request and/or substitute request section of the course request form.
- 4. **Course College**: the college that offers a course
- 5. **Course Subject:** a three or four letter code and description indicating the broad subject matter of a given course
- University Core Courses: course attributes that indicate whether a PWL course is part of the university core curriculum (<u>https://www.purdue.edu/provost/students/s-</u> initiatives/curriculum/courses.html)
- 7. Course ID: a unique identifier that represents a specific course
- 8. **Course Combination:** a unique identifier that represents a specific course—when a course id is entered here, it only applies to the lower half of the dashboard.

Questions to answer with this tab

- 1. How many requests were there for a specific course and how are those requests broken down by college?
- 2. How many students received or missed a specific course in their schedule and what is their college breakdown?
- 3. What other courses are most often requested with a given course?
- 4. What other courses are most often registered along with a given course?

COURSE ANALYSIS

Purpose: This tab allows a user to do a deeper analysis of the demand of a suffixed course. It allows a user to see not only the number of requests for a given course, but also how many were priority choices, how many of those requests were fulfilled and if they were not fulfilled, which alternatives were offered to the student instead of the priority course selected. This tab is rich with additional details such as the number of students who requested the course without other alternatives, the number of students who requested the course without other alternatives, the number of students who requested the course show the student college breakdown. The collapsible menu on the left allows users to gain contextual knowledge about space remaining in a given course irrespective of filters selected.

HELP ? Menu	CHM 11600 is limited to 20 seats and generated 21 requests as of June 13, 2019 (Simulation)	Event (Simulation) - 6/13
	CHM 11600 requested as a Priority choice course by 9 students	Select Course
Enrolled	7	CHM 11600
Req. Group Fulfilled	2	Select Population
2 st	udents didn't get CHM 11600 but got the below equivalent alternatives.	Request Block Course Requests
CHM 11600's first alternative of 2 students registered. BIOL 11000 1 1 PHYS 17200 1 1	ourses. CHM 11600's second alternative courses. CHM 11600's all other alternative cours None students registered. None students registered.	es. Admissions Population New First Time Student College (AII) CHM 11600 itself was requested as an alternative course for other Priority courses. Grand Total 12 Reg. Group 12 Fulfilled 12
PURDUE	01	

Filters & Definitions

- 1. **Event:** shows whether the data provided is a simulation or actual registration dataset and the date that the data was loaded to the dashboard. For simulations, this is in line with the date that the simulation run ended. For actuals, data is from the previous night's load. The latest event (latest date) will appear here by default.
- 2. Select Suffixed Course: A suffix is an alpha character that follows the five digit course number (i.e. COM 11400C). Suffixes are used to help identify particular sections of a course that are intended for distinct populations. For more information on suffixed courses, see the appendix.

- 3. **Request Block:** This allows the user to select only the upper or lower portion of the course request form. You may want to select "Course Requests" for example when trying to identify the most requested courses that students placed in the priority section.
 - a. Course Requests: upper section of the form
 - b. Substitute Requests: lower section of the form
- 4. Admissions Population: allows the user to identify new beginners vs. other populations of incoming students.
- 5. Student College: allows the user to identify a specific college
- 6. Student Major: allows the user to identify a specific major

Filters

These filters only apply to the collapsible menu that shows the amount of space that remains in a course as of the simulation event selected on the first tab.

- 1. Course College: the college that offers a course
- 2. **Course Subject:** a three or four letter code and description indicating the broad subject matter of a given course
- University Core Courses: course attributes that indicate whether a PWL course is part of the university core curriculum (<u>https://www.purdue.edu/provost/students/s-</u> initiatives/curriculum/courses.html)
- 4. **Course ID:** a unique identifier that represents a specific course

Other Information & Definitions

- Suffixed Courses: A suffix is an alpha character that follows the five digit course number (i.e. COM 11400C). Suffixes are used to help identify particular sections of a course that are intended for distinct populations. For more information on suffixed courses, see the appendix.
- 5. Space Remaining: Limit Registered Students = Space Remaining
- 6. **Collapsible menu**: contains overall course space details that are not affected by any of the population filters.

	0	verall Cour	se Demand			
ourse Colleg	-		Course Subject			
(AII)		-	(AII)			
			_			
Iniversity Co	re Co	urses	Course			
(AII)		•				
COURSE	÷	SPACE REMAINING =	SUFFIXED COURSE			
AAE20000		8	AAE 20000	O		
AAE20300		20	AAE 20300	O		
AAS27100		3	AAS 27100	Ō		
AAS27700		11	AAS 27700	O		
AAS37100		10	AAS 37100B	O		
AAS37500		18	AAS 37500	٠		
ABE20100		19	ABE 20100	O		
ABE20500		18	ABE 20500	۰		
ABE22600		27	ABE 22600	۰		
ABE29000		36	ABE 29000	۰		
ABE30500		5	ABE 30500	۰		
AD10500		7	AD 10500	۰		
AD10600		6	AD 10600	۰		
AD11300		0	AD 11300	•		
AD11400		2	AD 11400	•		
AD11700		0	AD 11700	•		
AD11900		1	AD 11900	٥		
AD12500		8	AD 12500	٥		
AD20000		3	AD 20000	0		
AD20200		8	AD 20200	O		
AD22000		0	AD 22000			
AD22600		5	AD 22600	۰		
AD23300		6	AD 23300	•		
AD24200		0	AD 24200	•		
AD25100		8	AD 25100	٥		

Questions to answer with this tab

- 1. What is the demand for a given suffixed course?
- 2. How many priority requests were there for a specific suffixed course and how are those requests broken down by college?
- 3. How many students received or missed a specific suffixed course in their schedule and what is their college breakdown?
- 4. What other courses are most often requested with a given suffixed course?
- 5. How many students who asked for a given suffixed course, missed the course in their schedule and did not request an alternative?

Known issue & workaround: Some tooltips from the charts on the left hand side of the screen will not display unless the collapsible menu is open.

Appendix A - Course Request Form

Before and during the construction of the schedule of classes, course demands are collected from students. During this pre-registration process, each student can indicate the list of requested courses together with his or her preferences. These preferences contain course priorities (order of courses based on their importance for the student), alternative course requests (each course request can have one or more alternative courses), free time requests, wait-list preferences (if a student cannot be enrolled into the course, e.g., because of the space available, should he or she be assigned to the appropriate wait-list for the course), and additional schedule distribution preferences.

Students generally fill out a course request form with their advisors during STAR. Consider the course request form to be sort of a "shopping cart" or a list of courses that a student would like to have in his/her schedule.

Note that there are two main sections to the course request form: the priority course request section and the substitute course request section. The priority section provides us with an ideal number of courses that the student desires. Generally, students are recommended to request at least 15 credit hours from this top section, but they are able to save their course request form with fewer than 15 credit hours.

Students have the option to select alternatives for each priority course. The priority course is the student's first choice course within the group, then alternate 1, alternate 2 and so on. If the solver is unable to place a student in their first choice for any reason, it will move down the list. If none of the courses within that priority grouping are able to be placed in the schedule, then we jump down to the substitute section of the course request form. The substitute course requests help us ensure that students will maintain the desired number of courses.

It is also important to note the difference: courses in 1. Alternative, 2. Alternative, etc. are only alternative to each other and to the priority course they are underneath; the substitute course requests can work as an alternative to any course from the upper table. So, for instance, as a substitute course, a student can put in an optional course or a course he/she would prefer to take next Spring but that can, if needed, be taken when he/she is not able to get a communication course or some other high demand course or its alternative from the upper block.

UNITIME	6		Stude User: Schluttenhofer, Ster Click here to looku	Chanie A p a student Session: Spring 2019 (PWL) Click here to change the session
Degree Plan		L-		Submit Requests
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		COM 11400		\$ A X
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2. Priority	MA 1601	0		ک 🖌 🗙
1. Alt	ternative	Alternative to MA 16010		x م
3. Priority				۵× 🕇 🕹 🛍
4. Priority	Enter a c	ourse name, e.g., ENG 10	600	P 🗙 🕇 🔰 👸
5. Priority	or a free	time, e.g., Free MWF 7:3	0 - 8:30	ନ 🗙 🚹 🔰 🛅
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7. Priority				ନ 🗙 🕇 🕹 👸
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Substitut	e Coui	Tip: All courses abo rse Requests	ove a free time should not overlap with the free time (you will get the co (used only if a course requested a	
1. Substitute	ENGL 10	800		🗘 🦊 🏦 🕹
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3. Substitute				۵× 1
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Version 4.4.10	1 (Purdue	e) built on Mon, 25 Mar 201	19 © 2008 - 2018 The Apereo Foundation, distributed under the Apache License, Version 2.	This production instance is registered to Purdue University, USA.

Appendix B - Unique Course Setups and Suffixes

There are many reasons why departments may choose to set their courses up using suffixes. A suffix is an alpha character that follows the five digit course number (i.e. COM 11400C). Suffixes are used to help identify particular sections of a course that are intended for distinct populations. In the Course Request Form (within UniTime), to support scheduling, suffixes are treated as separate course offerings (courses containing suffixes maybe treated as alternatives in the Course Request Form). However, in Banner they are treated as the same course.

It is important to note that course setups may change from term to term. There are pros and cons to setting up courses with suffixes. The below fall 2018 examples will help illustrate two courses which are set up differently.

EXAMPLE #1

COM 11400-includes BOTH traditional lecture and distance based sections

COM 11400C-This is intended ONLY for the Polytechnic Institute Students.

COM 11400H-Honors

COM 11400LC-Learning Communities

COM 11400LCICS-Learning Communities

COM 11400X-Evening sections

EXAMPLE #2

ENGL 10600-traditional lecture ONLY

ENGL 10600I-intended for international students

ENGL 10600E- This is intended ONLY for the Polytechnic Institute Students.

ENGL 10600R- Learning Community

ENGL 10600Y-DISTANCE ONLY

Additional Information

To help understand the differences between suffixed courses, please click on the magnifying glass in one of the priority rows on the course request form in UniTime. Departments have tried to add notes to each of the courses/suffixes to help clarify the intent.

NGL 10600Y					Selec
<u>C</u> ourses	Free Time				
Subject	Course	Avail	Title	Credit	Note
ENGL	10600Y	50 / 200	First-Year Composition	4	Distance

Appendix C – Underlying Data Assumptions, Logic and Definitions

This section is meant to identify anomalies in the data that may cause very slight differences the end user may see between UniTime and this dashboard.

- 1. If a course was requested that does not exist in the course catalog for the academic period, that request was eliminated from this dataset. (For example, there were 8 requests for 2 courses that did not exist in Fall 2018 out of about 72,000 requests. This will also affect the number of credit hours requested by a student.
- 2. In the solver, all course information is at the suffixed course level. This dashboard shows course information at the Course ID level. The difference is apparent when looking at credit hours. Credit hours can be variable at the course level, and at the suffixed course level. Because students are not able to request a specific number of credit hours for a course, the course is assigned the non-zero minimum credits in UniTime. In the dashboard, courses are shown with the minimum credit hours unless the minimum is zero. If that is the case, the maximum credit hours are shown. This logic was used because of the data available through the Course Catalog view within Schedule Offering.
- 3. Courses beginning with REG were not included in the dashboard dataset.
- 4. Known test students were eliminated from the dashboard dataset.
- 5. Free time is not included in any of the dashboard information. This can be viewed in UniTime.
- 6. Live application data is used for every event on the dashboard except for Fall Census.