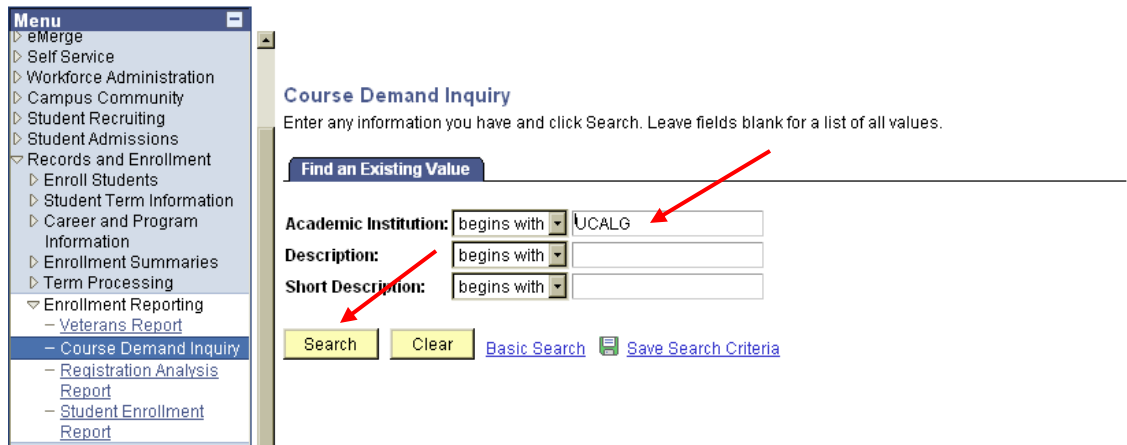Users can generate a summary of the demand for a course on a term-by-term basis. This summary also provides information regarding the number of students who have registered, who are wait listed, and who have requested the course along with their respective program, degree plan, primary plan, and level of program information.

NOTE: 'Demand' is defined as any attempt to enroll in the class that received an error stating that the class was full (i.e., either the class is full or the wait list is full). Each enrolment request with this error status is counted and reported as a 'request' for the course. A student who received this sort of error message and subsequently acquired an enrolment or wait list position in the course will no longer appear on the demand list (neither on the Summary nor the Detail).

Navigation: Records and Enrolment >Enrolment Reporting >Course Demand Inquiry

1: From the Course Demand Inquiry page, enter **UCALG** as the **Academic Institution**
Click on **Search**

It is suggested that this page be used in conjunction with the Class Registration Information page as the latter displays enrolment statistics on a class section basis, as well as reserve capacities, and course/class restrictions. The Class Registration Information page is located at:

Navigation: Curriculum Management >Enrollment Requirements >Class Registration Information

2:   Enter the **Term**
         Enter the **Subject**
         Enter the **Catalog Number**
         Determine the type of inquiry to be run (Summary of Demand or Detail of Demand)

         Click on **Search**

Course Demand Inquiry

Institution:	University of Calgary	
Term:		⊙ Summary of Demand
Subject:	Catalog Nbr:	○ Detail of Demand Search

Enrollment Capacity:	0	Waitlist Capacity:	0		
Actual Enrollment:	0	Actual Waitlist:	0		
Available:	0	Available:	0	Total Available:	0

Summary of Demand

The Summary of Demand page, which defaults to the Program/Plan Demand tab, provides enrolment and wait list capacities. In addition, it provides information regarding the number of students who have registered, who are wait listed, and who have requested the course. The requests are grouped by Program/Plan categories and the total number of students and individual enrolment attempts for each Program/Plan category are reported.

Course Demand Inquiry

Institution:	University of Calgary
Term:	2077	Fall 2007
Subject:	CHEM	Catalog Nbr:	201
	General Chemistry I

- ● Summary of Demand
- ○ Detail of Demand

Enrollment Capacity:	1425	Waitlist Capacity:	70	
Actual Enrollment:	1166	Actual Waitlist:	61	
Available:	259	Available:	9	Total Available: 268

Summary of Demand — Program / Plan Demand | Additional Info

First 1-44 of 44 Last

	Program	Degree Plan	Primary Plan	Level	Total Students	Total Requests
1	CCBCH	BCS-DEG		1	1	1
2	CCBCH	BLNK-DEG	NODC-IFA	1	3	5

Notes:

Enrollment capacities include tentative section capacities.

Off campus sections are not included in the enrollment totals.

Evening sections are only included in the enrollment totals if there are <u>no</u> daytime sections scheduled.

Clicking on the icon on the Summary of Demand page (see previous screen shot) displays, in one summarized view, the information contained in both the Program/Plan tab and the Additional Info. tab:

UNIVERSITY OF CALGARY
INFORMATION TECHNOLOGIES

Course Demand Inquiry

Institution:	University of Calgary	
Term:	2077 🔍 Fall 2007	
Subject:	CHEM 🔍 Catalog Nbr: 201 🔍	

⦿ Summary of Demand
○ Detail of Demand   [Search]

General Chemistry I

Enrollment Capacity:	1425	Waitlist Capacity:	70		
Actual Enrollment:	1166	Actual Waitlist:	59		
Available:	259	Available:	11	Total Available:	270

Summary of Demand   Customize | Find | ▦   First ◄ 1-44 of 44 ► Last

	Program	Degree Plan	Primary Plan	Level	Total Students	Total Requests	Subject	Catalog Nbr	Term	Available Capacity	Available Waitlist	Available Seats	Institution
1	CCBCH	BCS-DEG		1	1	1	CHEM	201	2077	259	11	270	UCALG
2	CCBCH	BLNK-DEG	NODC-IFA	1	3	5	CHEM	201	2077	259	11	270	UCALG

Tip: The ▦ icon, allows users to save the summary as an Excel spreadsheet and manipulate it to suit their reporting needs. This download process only includes the data that is displaying behind the chosen folder tab. For example, if users choose to download to Excel from the Program/Plan folder tab (see previous page for screen shot), only the information contained in the 6 columns displayed will be downloaded. Clicking on the [▦▶] icon and choosing to download the data to Excel will ensure that all 13 columns of data are downloaded.

Detail of Demand

The Detail of Demand page, which defaults to the Student List tab, provides a list of the names and ID numbers of the students who have requested the course and their respective program, plan, and level information. In addition, it provides information on how many times each student requested the course and the dates associated with the requests.

Clicking on the ⊞ icon on the Detail of Demand page displays, in one summarized view, the information contained in both the Student List tab and the Additional Info tab.

Tip: The ⊞ icon, allows users to save the summary as an Excel spreadsheet and manipulate it to suit their reporting needs.

End of Procedure