

Calming the Chaos: Pre-Enrollment for Incoming Students

MACRAO 2012
Session 5.2

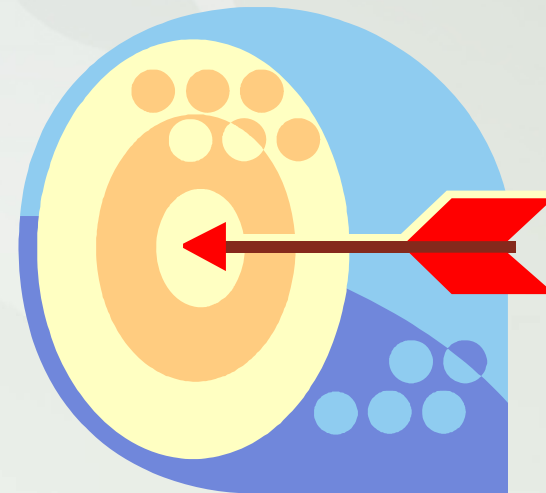
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Academic Orientation Program (AOP)

- Runs from early June to late July
- Regular sessions: 20 Freshman; 3 Transfer
- 300+ students per session

Pre-Enrollment Goal

- Enroll incoming students into major-specific recommended and required courses before AOP, leaving more time for academic advising and other important orientation activities



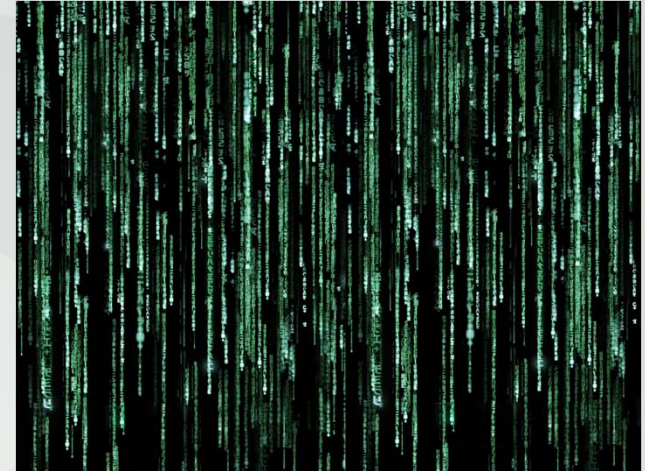
Pre-Enrollment Timeline

- Late April: preliminary seat demand report
- Early May: academic units finalize the matrix
- Mid-May: auto-enrollment
- Late-May: student selection



Plans by Major (aka “The Matrix”)

- Online system
- Records recommended and courses by major
- Basic or Advanced
 - Basic: One plan for all student in major
 - Advanced: Plan based on math placement score
- Auto-enrollment vs. Student Selection
 - Auto-enrollment: the program will automatically enroll the student in the course
 - Student selection: students select course and section from choices via special screen in enrollment system



Basic Matrix

About the Pre-Enrollment Matrix

- If you wish to enter course information, subject and course are required; however, section entry is optional. If nothing is placed in sections, any section will be an option.
- If you enter a course in a Second Choice, it will only be saved if there is a course in the First Choice.
- Section entry options: blank (all sections are an option); "001"; "001-004"; "001, 005, 007"
- WRA/IAH/ISS selections and section information will only be saved if the Term is not "none".

Major: 2721-Fisheries and Wildlife

Basic Matrix
[Switch to Advanced](#)

Auto Enrollment (This means the RO will enroll the student in the course automatically - no student selection.)

Math
Math courses will always be pre-enrolled in the Fall. If Fall is full, Spring enrollment will be attempted.

Math Score	First Choice			Second Choice		
	Subject	Course	Sections	Subject	Course	Sections
0-9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10-11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12-14	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15-18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19+	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Auto Enrollment Courses
Please list any other courses in which you would like your students automatically pre-enrolled.

Group	First Choice				Second Choice			
	Term	Subject	Course	Sections	Term	Subject	Course	Sections
1	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>

Auto Enrollment

- Math and Other
- First and Second Choices
- Section specific option

Basic Matrix

Student Selection

- Core: WRA, IAH, ISS
 - Limited Options
- Other Courses
- Section specific option

Student Selection (This means the student will select course sections via a special Schedule of Courses page.)

WRA
 Select a term for WRA enrollment. If "None" is selected, students will NOT be presented with WRA enrollment choices. Check the "Any" box if the student should be presented with the choice of any open WRA course section from the list below. To limit student selection, check individual courses and, as needed, identify specific sections.
 WARNING: If the "Any" box is checked this will OVERRIDE individual course selections.

Term:

Any WRA Course:

Course Selection	Sections
WRA 0102 *	<input type="text"/>
WRA 1004 *	<input type="text"/>
WRA 110 <input type="checkbox"/>	<input type="text"/>
WRA 115 <input type="checkbox"/>	<input type="text"/>
WRA 125 <input type="checkbox"/>	<input type="text"/>
WRA 130 <input type="checkbox"/>	<input type="text"/>
WRA 135 <input type="checkbox"/>	<input type="text"/>
WRA 140 <input type="checkbox"/>	<input type="text"/>
WRA 145 <input type="checkbox"/>	<input type="text"/>
WRA 150 <input type="checkbox"/>	<input type="text"/>

* If the student is enrolled in a course in this group and the student is not enrolled in any other course in this group, the student will be required to enroll in one of the courses in this group.

Other Student Selection Courses
 Please list any other courses in which you would like your students presented with enrollment options.

IAH
 IMPORTANT: Students will be asked to enroll in one course from **each** course group below. If your intent is that a student should be enrolled Course A or Course B or Course C, those courses should be listed *within* one group. If your intent is that a student should be enrolled in Course A or Course B **and** Course C or Course D, Course A and B should be in Group 1 and Course C and D should be in Group 2.

Group	Choices			
	Term	Subject	Course	Sections
1	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>

Basic Matrix Example

Auto Enrollment (This means the RO will enroll the student in the course automatically - no student selection.)

Math
 Math courses will always be pre-enrolled in the Fall. If Fall is full, Spring enrollment will be attempted.

Math Score	First Choice			Second Choice		
	Subject	Course	Sections	Subject	Course	Sections
0-9	MTH	1825	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10-11	MTH	103	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12-14	MTH	116	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15-18	MTH	116	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19+	MTH	116	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Auto Enrollment Courses
 Please list any other courses in which you would like your students automatically pre-enrolled.

Group	First Choice				Second Choice			
	Term	Subject	Course	Sections	Term	Subject	Course	Sections
1	Fall ▾	ANS	110	<input type="text"/>	Spring ▾	ANS	110	<input type="text"/>
2	Fall ▾	ANS	101	<input type="text"/>	Fall ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Fall ▾	CEM	141	<input type="text"/>	Spring ▾	CEM	141	<input type="text"/>
4	Spring ▾	CEM	161	<input type="text"/>	Fall ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	Fall ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fall ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	Fall ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fall ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	Fall ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fall ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	Fall ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fall ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	Fall ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fall ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	Fall ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fall ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>

Basic Matrix Example

Student Selection (This means the student will select course sections via a special Schedule of Courses page.)

WRA
 Select a term for WRA enrollment. If "None" is selected, students will NOT be presented with WRA enrollment choices.
 Check the "Any" box if the student should be presented with the choice of any open WRA course section from the list below.
 To limit student selection, check individual courses and, as needed, identify specific sections.
 WARNING: If the "Any" box is checked this will OVERRIDE individual course selections.

Term:

Any WRA Course:

Course Selection	Sections
WRA 0102 *	<input type="text"/>
WRA 1004 *	<input type="text"/>
WRA 110 <input type="checkbox"/>	<input type="text"/>
WRA 115 <input type="checkbox"/>	<input type="text"/>
WRA 125 <input type="checkbox"/>	<input type="text"/>
WRA 130 <input type="checkbox"/>	<input type="text"/>
WRA 135 <input type="checkbox"/>	<input type="text"/>
WRA 140 <input type="checkbox"/>	<input type="text"/>
WRA 145 <input type="checkbox"/>	<input type="text"/>
WRA 150 <input type="checkbox"/>	<input type="text"/>

* If the student has ACT English <= 15 or SAT Verb and the student will not be presented a WRA choice

Other Student Selection Courses
 Please list any other courses in which you would like your students presented with enrollment options.

IMPORTANT: Students will be asked to enroll in one course from **each** course group below.
 If your intent is that a student should be enrolled Course A or Course B or Course C, those courses should be listed *within* one group.
 If your intent is that a student should be enrolled in Course A or Course B **and** Course C or Course D, Course A and B should be in Group 1 and Course C and D should be in Group 2.

Group	Choices			
	Term	Subject	Course	Sections
1	Fall	FW	181	<input type="text"/>
	Fall	FW	211	<input type="text"/>
	Fall	ESA	200	<input type="text"/>
	Fall	CJ	110	<input type="text"/>
	Fall	CSE	101	<input type="text"/>
	Fall			<input type="text"/>
	Fall			<input type="text"/>

Basic Matrix Summary View

0267 Animal Science

Auto Enrollment	Math Score	First Choice	Second Choice
Math			
	0-9	MTH 1825	
	10-11	MTH 103	
	12-14	MTH 116	
	15-18	MTH 116	
	19+	MTH 116	
Other			
		Fall ANS 110	Spring ANS 110
		Fall ANS 101	
		Fall CEM 141	Spring CEM 141
		Spring CEM 161 001-003,005	
WRA			
		Fall WRA 0102	
		Fall WRA 1004	
Student Selection			
WRA			
		Fall WRA *	
IAH			
		Spring IAH *	
ISS			
		Spring ISS *	
Other			
		Group 1: Fall FW 181, Fall FW 211 , Fall ESA 200 , Fall CJ 110 , Fall CSE 101	

Advanced Matrix

- One plan per math score

Major:

Advanced Matrix
[Switch to Basic](#)

Note: If you switch to Basic and save a plan, it will erase all advanced plans

[0-9 Plan](#)
[10-11 Plan](#)
[12-14 Plan](#)
[15-18 Plan](#)
[19+ Plan](#)

Auto Enrollment (This means the RO will enroll the student in the course automatically - no student selection.)

Math
 Math courses will always be pre-enrolled in the Fall. If Fall is full, Spring enrollment will be attempted.

Math Score	First Choice			Second Choice		
	Subject	Course	Sections	Subject	Course	Sections
0-9 ←	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Auto Enrollment Courses
 Please list any other courses in which you would like your students automatically pre-enrolled.

Group	First Choice				Second Choice			
	Term	Subject	Course	Sections	Term	Subject	Course	Sections
1	Fall ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fall ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Fall ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fall ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>

Advanced Matrix Summary View

3881 Statistics (Advanced Matrix)

	Math Score	First Choice	Second Choice
0-9 Plan			
Auto Enrollment			
Math	0-9	MTH 1825	
Other		Spring MTH 103	
WRA		Fall WRA 0102 Fall WRA 1004	
Student Selection			
WRA		Fall WRA *	
IAH		Spring IAH *	
ISS		Fall ISS *	
Other		Group 1: Spring PLB 105, Spring ZOL 141 , Spring PSL 250 , Spring MMG 201 , Spring ENT 205	
10-11 Plan			
Auto Enrollment			
Math	10-11	MTH 103	
Other		Spring MTH 114 Spring CEM 141 Spring CEM 161	
WRA			

Auto-enrollment Program

- Query for student population
- Determine student major – find matrix
- Calculate non-conflicting schedule
- If first attempt fails...
 - Second choice
 - Move math to spring
 - Skip course(s)
- Enroll student
- Record/review errors



Auto-enrollment Reports

Successfully Scheduled

'Errors' represent scheduled courses that encountered an error when loaded to SIS.

PID Count	Total Enrollments	Avg Enrollments	Total Errors	Avg Errors
7895	28581	3.62	4441	0.56

Major Code	Major Desc	PID Count	Total Enrollments	Avg Enrollments	Total Errors	Avg Errors
0101	Agr & Nat Res - No Preference	11	12	1.09	3	0.27
0267	Animal Science	59	204	3.46	43	0.73
0312	Crop and Soil Sciences	11	9	0.82	2	0.18
0338	Fisheries and Wildlife	12	59	4.92	5	0.42
0349	Food Science	10	55	5.5	7	0.7

Scheduled Courses

Click on a course to view a detailed course report.

Term	Course	Enrolled Count	Error Count
FS12	ABM 100	28	0
FS12	ACR 202	0	1
FS12	ADV 205	58	0
FS12	ANP 201	32	0
FS12	ANS 101	14	0
FS12	ANS 110	71	0
FS12	ARB 101	3	0
FS12	BE 101	24	0
FS12	BMB 101	102	23

Auto-enrollment Reports (cont'd)

Successfully Scheduled - count by number of attempts to schedule

Major Code	Major Desc	Schedule Attempts	PID Count	Total Enrollments	Avg Enrollments	Total Errors	Avg Errors
0101	Agr & Nat Res - No Preference	1	11	12	1.09	3	0.27
0267	Animal Science	1	13	55	4.23	11	0.85
0267	Animal Science	3	46	149	3.24	32	0.7
0312	Crop and Soil Sciences	1	11	9	0.82	2	0.18
0338	Fisheries and Wildlife	1	12	50	4.17	5	0.42
2901	James Madison	1	249	1142	4.59	88	0.35
2901	James Madison	3	70	262	3.74	19	0.27
3470	Lyman Briggs	1	326	1696	5.2	139	0.43
3470	Lyman Briggs	3	237	641	2.7	523	2.21
3576	Chemistry	1	9	32	3.56	7	0.78

Click on a PID to see all pre-enrollment activity for the student.

Major Code	Major Desc	Schedule Attempts	PID
0101	Agr & Nat Res - No Preference	1	
0101	Agr & Nat Res - No Preference	1	
0101	Agr & Nat Res - No Preference	1	
0101	Agr & Nat Res - No Preference	1	
0101	Agr & Nat Res - No Preference	1	
0101	Agr & Nat Res - No Preference	1	

Student Selection Notification

- Email sent to MSU and alternate email address

From: reg@msu.edu Sent: Wed 5/23/2012 10:31 AM
To: [REDACTED]
Cc:
Subject: Advance enrollment available until 8 pm on June 6

Dear [REDACTED],

You have the opportunity to enroll in one or more courses in advance of your Academic Orientation Program session. By enrolling now, you will potentially have a greater section selection. This option is only available until 8pm on Wednesday, June 6, 2012.

In order to enroll, you must know your MSU NetID and password.
Activate your MSU NetID: <https://netid.msu.edu/activate.php>
MSU NetID Help and FAQs: <https://netid.msu.edu/help.php>

To enroll, please log in to the Schedule of Courses (<https://schedule.msu.edu/AOPPlanner.asp>) and make your course selection(s).

You may also see other required courses into which you have been enrolled. The schedule you see may or may not represent your full schedule for the upcoming year. You will be able to adjust your schedule after speaking with your advisor at your Academic Orientation Program session.

Online enrollment is available from 8am to 8pm EST, Monday through Friday, and on weekends from 8am Saturday until 8pm Sunday EST.

Again, the deadline for advance enrollment is 8 pm on Wednesday, June 6, 2012.

Welcome to MSU!

Office of the Registrar
Michigan State University
Monday – Friday, 8 am – 5 pm
517-355-3300
reg@msu.edu

Student Selection – Enrollment System

Search for Courses | **Schedule Builder** | Contact Us | Instructions

Advance Enrollment Planner for

Log Out

Instructions

Please scroll below your enrolled courses and make your course selection for the following:

- **Fall: WRA 110, WRA 115, WRA 125, WRA 130, WRA 135, WRA 140, WRA 145 or WRA 150**
For WRA section descriptions, visit <http://wraac.msu.edu/academic-programs/first-year-writing/>.
- **Spring: ISS 210, ISS 215, ISS 220, ISS 225, ISS 230 or ISS 235**
For ISS section descriptions, visit <http://www.cis-ss.msu.edu/iss/courses.php>.



Click the course to see the Course Description.
Click the section number to see section specific important dates as well as textbook and supplemental material information.
Click the building to see a map of campus.

Enrolled Courses

View Visual & Print Friendly Schedule
Textbooks and Supplemental Material

**** Enrolled courses cannot be adjusted during the advance enrollment process. ****
This may or may not represent your full schedule for the upcoming year.
You will be able to adjust your schedule after speaking with your advisor at your Academic Orientation Program (AOP) session.

Actions	Course	Section	Credits	Title	Days	Times	Location
Enrolled Courses for Fall 2012							
-	CEM 141	034	4	General Chemistry	M W F	3:00 PM - 3:50 PM	138 Chemistry
					W	1:50 PM - 2:40 PM	110 Chemistry
	CS 100	001	1	Computer Science Prof...	F	10:20 AM - 11:10 AM	147 Communication Arts Bldg

Student Selection – Enrollment System

- Only open, non-conflicting sections

-	PHY 183	002	4	Phys Scientists & Engineers I	MTuWTh	5:10 PM - 6:00 PM	1410 Biomedical & Physical Sciences
-	ZOL 141	001	3	Introductory Human Genetics	M W F	1:50 PM - 2:40 PM	1415 Biomedical & Physical Sciences

Course Selection

You are required to enroll in one of the following course(s) for Fall:
WRA 110, WRA 115, WRA 125, WRA 130, WRA 135, WRA 140, WRA 145 or WRA 150
 For WRA section descriptions, visit <http://wraac.msu.edu/academic-programs/first-year-writing/>.

Make your course selection by clicking the ENROLL button under the Actions column.

Actions	Term	Course	Section	Credits	Title	Days	Times	Location
+ Enroll	Fall 2012	WRA 110	005	4	Writing: Science & Technology	M W	5:00 PM - 6:50 PM	214 Ernst Bessey Hall
+ Enroll	Fall 2012	WRA 110	009	4	Writing: Science & Technology	Tu Th	3:00 PM - 4:50 PM	216 Berkey Hall
+ Enroll	Fall 2012	WRA 110	010	4	Writing: Science & Technology	Tu Th	5:00 PM - 6:50 PM	216 Berkey Hall
+ Enroll	Fall 2012	WRA 110	741	4	Writing: Science & Technology	M	10:20 AM - 12:10 PM	Hybrid - 216 Ernst Bessey Hall and Online
Sec 741-Hybrid section. A hybrid class blends online instruction with regular scheduled classroom time or required in person contact, including exam, labs, etc.								
+ Enroll	Fall 2012	WRA 110	743	4	Writing: Science & Technology	M	12:40 PM - 2:30 PM	Hybrid - 222 South Kedzie and Online
Sec 743-Hybrid section. A hybrid class blends online instruction with regular scheduled classroom time or required scheduled in person contact including exams, labs, etc.								
+ Enroll	Fall 2012	WRA 110	748	4	Writing: Science & Technology	Th	3:00 PM - 4:50 PM	Hybrid - 214 Ernst Bessey Hall and Online
Sec 748-Hybrid section. A hybrid class blends online instruction with regular scheduled classroom time or required or scheduled in person contact, including exams, labs, etc.								

Student Selection – Enrollment System

- When all selections complete...

You have completed the advance enrollment process.

- Students can return and swap until system closes

Student Selection Stats

- More than 6,000 admits emailed
- Less than 50% used system
 - 2.36 enrollments per admit
 - 20% used swap feature

Advisor Feedback

...we gained time to engage in real and impactful conversations...

...ensures that students are not significantly disadvantaged by their AOP date...

...this gives a clearer picture for course demand...

...we knew where the [course demand] pressure was based on the pre-enrollment system...

...easier to advise students at AOP when major-related/university-required classes are already on their schedule...

...student has already engaged in making his/her own decisions ...ready to start digging deeper...

Coming to AOP having at least a partial schedule set makes the experience a little less scary.

...faster, easier enrollment lab experience...easier for students to make enrollment choices ...less stressful...

Going Forward

- Remove Student Selection?
- Increase seat availability awareness for pre-enrollment
- All admits take Math Placement
- Default Advanced Plan when no math score
- Periodic course demand reports throughout AOP

Questions?

MACRAO 2012
Session 5.2

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