From: Wurtz, Keith A.
To: Wurtz, Keith A.
Subject: Scheduled Report: CHC Fall 2019 Active Section Enrollment (Student Demand)
Date: Sunday, September 29, 2019 7:04:42 AM
Attachments: Active Section Enrollment Student Demand.csv

The report generated lists the sections with enrollments that are less than 20. The Tutoring Center course, LRC-900X8, has been excluded. Initially, this list will be emailed weekly until two weeks prior to the start of the term. From two weeks prior to the start of the term to census the wait list will be emailed daily. To run the full report please click on the following link: https://informer.sbccd.cc.ca.us:1443/?locale=en_US#action=ReportRun&reportId=119341056&launch=false

As we get closer to the start of the section, when enrollments are less than 12 students, you may want to consider cancelling the section. Keep in mind that Honors section enrollments, cross-listed sections, and stacked sections need to be included in the enrollment count. Please work with your Dean and the Instruction Office to cancel sections.

If you need help with emailing students from a cancelled section, want to be removed from the distribution list, or have someone added to the distribution list, please contact Keith Wurtz at x3202.