

Tally e-Reports

E-Reports for the enrollment tallies will run each term and are available by AccessPlus. An automated IT email will notify you when these reports are available. If you need access to these e-Reports or additional staff need access to these reports, please submit an IT Service Portal request at: https://iastate.service-now.com/it/?id=sc_cat_item&sys_id=783efac0db5e0410914d894d0b96191f

The e-Reports available are named:

- RGSTN-CRSE DEPT TALLY w/ COLL/YR
- RGSTN-CRSE DEPT TALLY NO COLL/YR

For the most up-to-date course enrollment data, use the TS system (Scheduling & Fees system) on ADIN and reference the enrollment browse (EB) screen. In the TS system, you can also view the names of students enrolled in a specific section on the class list (CL) screen. In addition, the wait list (WL) screen will display the names of students who requested to add a closed course on AccessPlus registration. Wait list information provides some indication as to the unmet demand for that course.

Data elements on the tally include:

TEACH DEPT	This column indicates the major teaching department. A cross-listed course is designated by ***** in this column. Enrollments printed include all registered students (both major and cross-listed departments).
DAYS & TIMES	Days and times are as coded on the ADIN system and in the Schedule of Classes.
CTL ENR	Courses that are restricted or have different characteristics for different sections have controlled enrollment codes printed. Unmet request data (explained below) are summarized according to controlled enrollment section grouping.
LIMITS	TODAY's limit is the limit used by the system to determine if a section is open. MAX limit is the actual limit for the section and is used to determine room size requirements.
CURR ENRL	Current enrollment includes all students registered by 10:00 p.m. on the night the tally was run.
>>>	This symbol at the beginning of a course summary line indicates the course is over 80 percent full (based on maximum limit).
% FULL	This percentage is computed by dividing the current enrollment by the total course limit (sum of maximum limit for all sections). This total may exceed 100% if the department or instructor has approved adds over the section limit(s).
TOTALS	Course totals are printed for TODAY's and MAX limit and for CURR ENRL. (Note - LINK GROUP TOTALS are printed for some courses which require registration in more than one section, i.e. lecture and lab.)

UNMET REQUESTS

The unmet request total (if printed) indicates the number of students who have been told all sections of the course are full. In courses with controlled enrollment sections, unmet requests are tallied by controlled enrollment group. If a student adds a course after being placed on the unmet request file, that student is removed from the unmet request file and the counts are adjusted accordingly.

Last update 1/21/22