Section Enrollment Cancellation Benchmark and Guidelines

Dec 4
Classes with 15-25% fill rate or greater? Report will be run by 10am.

Yes
No

Deans will consult with area coordinators and center/site administrators to determine whether to keep or cancel a section. Factors to consider in the decision include:
- Program requirement
- Expected small classes that are protected (such as calculus and physics)
- Ave fill rate for class
- Are other classes open
- Possible format switch to DE
- Possible change in location
- Fulltime faculty load
- Evening course
- Are we over district-wide section target

Deans Academic Affairs, CTE, and Student Development cancel the class?

Yes
No

Scheduler cancels the class after Dean's approval

Dec 10
Classes with 26-50% fill rate or greater? Report will be run by 10am.

Yes
No

Deans will consult with area coordinators and center/site administrators to determine whether to keep or cancel a section. Factors to consider in the decision include:
- Program requirement
- Expected small classes that are protected (such as calculus and physics)
- Ave fill rate for class
- Are other classes open
- Possible format switch to DE
- Possible change in location
- Fulltime faculty load
- Evening course
- Are we over district-wide section target

Deans Academic Affairs, CTE, and Student Development cancel the class?

Yes
No

Scheduler cancels the class after Dean's approval

Dec 17
Classes with 51-75% fill rate or greater? Report will be run by 10am.

Yes
No

Deans will consult with area coordinators and center/site administrators to determine whether to keep or cancel a section. Factors to consider in the decision include:
- Program requirement
- Expected small classes that are protected (such as calculus and physics)
- Ave fill rate for class
- Are other classes open
- Possible format switch to DE
- Possible change in location
- Fulltime faculty load
- Evening course
- Are we over district-wide section target

Deans Academic Affairs, CTE, and Student Development cancel the class?

Yes
No

Scheduler cancels the class after Dean's approval

Jan 5
Classes with 76-100% fill rate? Report will be run by 10am.

Yes
No

Deans will consult with area coordinators and center/site administrators to determine whether to keep or cancel a section. Factors to consider in the decision include:
- Program requirement
- Expected small classes that are protected (such as calculus and physics)
- Ave fill rate for class
- Are other classes open
- Possible format switch to DE
- Possible change in location
- Fulltime faculty load
- Evening course
- Are we over district-wide section target

Deans Academic Affairs, CTE, and Student Development cancel the class?

Yes
No

Scheduler cancels the class after Dean's approval

Jan 6
Final Schedule

No