



UNIVERSITY  
OF MANITOBA

Registrar's Office

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# Zero Enrolment Report Inactivating Sections for Cross Listed Courses

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**Scope:** Aurora Functional Analyst Team

**Purpose:** To remove cross listed courses that have 0 enrolment from a cross list code or removing a cross list code if no longer needed.

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## Background

A “0 Enrollment Report” will be created by running a standard Schedule report through Aurora and filtering for the required information. CRN, actual enrollment and Cross list code columns in the spreadsheet will be referred to for this task. This task is done in conjunction with inactivating 0 enrolment courses for term/spanned courses. Cross listed courses require an extra step.

## Timeline

This task is completed soon after the revision period for the term.

Data entry for this task is estimated to take approximately 30-60 minutes and can be completed by an Analyst Assistant.

## Procedure

### Scenario A: Remove a course from the cross list group

If there are 2 or more courses remaining with enrolment.

Access SSAXLST → Enter the Term and cross list code → Next record twice to Cross List Section. Click in the line that has 0 enrolment and click on the Delete button. Save. Adjust the Max Enrollment to reflect the correct number (add together the Max Enrollment for the remaining courses). Inactivate the course with 0 enrolment using the SSASECT screen, using the standard inactivation procedure.

The screenshot shows the 'Schedule Cross List Definition SSAXLST 9.3.3 (BANUAT1)' window. The 'Term' is 201790 and the 'Cross List Group Identifier' is N4. The 'CROSS LIST ENROLLMENT' section shows a 'Maximum' enrollment of 30 and an 'Actual Enrollment' of 0. A callout box with a red border contains the text: "Delete only the course that has 0 enrolment". The 'CROSS LIST SECTION' table below has columns for CRN, Block, Subject, Course Number, Section, Part of Term, Campus, Credit Hours Low, Credit Hours Indicator, Credit Hours High, Reserved Indicator, Enrollment Maximum, Enrollment Actual, and Enrollment Remaining. The table contains two rows: one for CRN 14409 and one for CRN 15437. The row for CRN 15437 is highlighted in blue and has a red box around it. The 'Enrollment Actual' for CRN 15437 is 0.

CRN	Block	Subject	Course Number	Section	Part of Term	Campus	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Reserved Indicator	Enrollment Maximum	Enrollment Actual	Enrollment Remaining	W
14409		MSCI	7140	G01	F9	M	3.000				22	16	6	
15437		MSCI	7140	A01	F9	M	3.000				8	0	8	

### Scenario B: Record remove the cross list code entirely

If there are 1 or no sections remaining with enrollment, there is no longer a need to have a cross list code.

From the SSAXLST screen, enter the cross list code, click Go. Max Enrollment is highlighted. Click Delete button and save – the cross list should now be deleted. Proceed with inactivating only the course(s) with 0 enrolment using the standard inactivation procedure.

Schedule Cross List Definition SSAXLST 9.3.3 (BANUAT 1) [ADD] [RETRIEVE] [RELATED] [TOOLS]

Term: 201790 Cross List Group Identifier: N7 [Start Over]

▼ CROSS LIST ENROLLMENT [Insert] [Delete] [Copy] [Filter]

Maximum: 32 Actual Enro: Seats Available: 32

Enrollment:

▼ CROSS LIST SECTION [Insert] [Delete] [Copy] [Filter]

CRN	Block	Subject *	Course Number *	Section *	Part of Term	Campus *	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Reserved Indicator	Enrollment Maximum	Enroll
[Empty Row]												

[Navigation icons] 10 Per Page Record 1 of 1

Delete the cross list code entirely

*NOTE (For Both Scenarios): once the appropriate information has been deleted from the cross list screen, go to SSASECT and inactivate the 0 enrolment courses as per standard procedure.*