

# 9.2 Synchronize Class Enrollment Totals with Actual Enrollment

**Purpose:** Use this document as a reference for synching class totals with actual enrollment.

**Audience:** Student Records staff.

**!** You must have at least one of these local college managed security roles:

- ZC CM Class Builder

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

**i** Noticing that the sum of the individual class enrollments isn't matching the total listed for a Combined Section? Have you run the sync process lately? Do it! It may solve your discrepancies, and it won't hurt anything to try. **We recommend adopting a business practice to run the process to regularly Synchronize Class Enrollments with Actual Enrollment during your enrollment periods.**

## Synchronize Class Enrollment Totals

**Navigation:** NavBar > Navigator > Curriculum Management > Schedule of Classes > Synchronize Enrollment Totals

1. The **Synchronize Enrollment Totals** Run Control ID search page displays.
2. Enter an existing **Run Control ID** or select the **Add a New Value** tab and create a new Run Control ID.

[Student Homepage](#)

Synchronize Enrollment Totals

### Synchronize Enrollment Totals

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Value](#)

Search Criteria

Run Control ID begins with

☐ Case Sensitive

[Search](#)
[Clear](#)
[Basic Search](#)
[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

- Enter or look up **Institution**.
- Enter the **Term**.
- Select a **Run Mode**: Generate **Report Only** or **Update and Generate Report**. The option **Report Only** allows you to view the enrollment totals that do not match the student ratio of the class roster without actually updating the calculations. Choosing **Update and Generate Report** will update the enrollment totals.
- Select **Run** in the upper-right corner of the screen.

Synchronize Enrollment Totals

Run Control ID WA220\_SYNCH\_ENRL\_TOTALS\_TM [Report Manager](#) [Process Monitor](#) [Run](#)

\*Institution  Tacoma CC

\*Term  WINTER 2022

Run Mode Generate Report Only

Generate Report Only
Update and Generate Report

[Save](#)
[Return to Search](#)
[Notify](#)
[Add](#)
[Update/Display](#)

- Click **OK**.



**Process Monitor**

Process List | Server List

**View Process Request For**

User ID: CTC\_TMARTIN | Type: | Last: | 30 Days | **Refresh**

Server: | Name: | Instance From: | Instance To: | Report Manager

Run Status: | Distribution Status: | ☒ Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	68255520		SQR Process	SRENRTTL	CTC_TMARTIN	02/10/2022 6:23:59PM PST	Processing	N/A	<a href="#">Details</a>

[Go back to Synchronize Enrollment Totals](#)

**Save** **Notify**

Process List | [Server List](#)

- Click the Report Manager link once the process **Run Status** = *Success* and **Distribution Status** = *Posted*.

**Process Monitor**

Process List | Server List

**View Process Request For**

User ID: CTC\_TMARTIN | Type: | Last: | 30 Days | **Refresh**

Server: | Name: | Instance From: | Instance To: | [Report Manager](#)

Run Status: | Distribution Status: | ☒ Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	68255520		SQR Process	SRENRTTL	CTC_TMARTIN	02/10/2022 6:23:59PM PST	Success	Posted	<a href="#">Details</a>

[Go back to Synchronize Enrollment Totals](#)

**Save** **Notify**

Process List | [Server List](#)

- Click on the link **SRENRTTL**.

[Process List](#)

Report Manager

List

Explorer

Administration

Archives

View Reports For

Folder
Instance
to

Refresh

Name
Created On

Last

Days

Reports

1-1 of 1

View All

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	<b>SRENRTTL</b>	SYNCHRONIZE ENROLLMENT TOTALS	General	02/10/22 6:24PM	4904477	68255520

[Go back to Process Monitor](#)

Save

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

12. Select the link **srenrttl\_xxxxxxx.out**.

[List](#)

Report Index

Report

Report ID 4904477

Process Instance 68255520

[Message Log](#)

Name SRENRTTL

Process Type SQR Process

Run Status Success

Synchronize Enrollment Totals

Distribution Details

Distribution Node local

Expiration Date 03/12/2022

File List

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_SRENRTTL_68255520.log</a>	1,910	02/10/2022 6:24:41.111636PM PST
<b><a href="#">srenrttl_68255520.out</a></b>	29,829	02/10/2022 6:24:41.111636PM PST

Distribute To

Distribution ID Type

Distribution ID

User

CTC\_TMARTIN

Return

13. View **OLD** and **NEW** enrollment totals.

```

Operator ID      : CTC_TMARTIN
Run Control ID  : WA220_SYNCN_ENRL_TOTALS_TM

-----
Process Messages
-----

SQR Script: SRENRLTTL      TERM=2221, UPDATE=Y

-----
Processing CLASS_TBL for term 2221...
-----

CLASS_TBL records selected=      0
CLASS_TBL records updated =      0

Processing SCTN_CMBND_TBL for term 2221...
-----
----> INST=WA220 SESSION=1 Combined-ID=0059 ENRL-CAP=      25 WAIT-CAP=      10
OLD:  ENRL-TOT=      29 WAIT-TOT=      9
NEW:  ENRL-TOT=      29 WAIT-TOT=      5
SCTN_CMBND_TBL records selected:      1
SCTN_CMBND_TBL records updated :      1

Processing CLASS_RSRV_GRP for term 2221...
-----

CLASS_RSRV_GRP records selected:      0
CLASS_RSRV_GRP records updated :      0

-----
Process Summary
-----
Start time:  08:37:11.000000_PM
End time:    08:37:16.000000_PM

```

14. Process complete.