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:
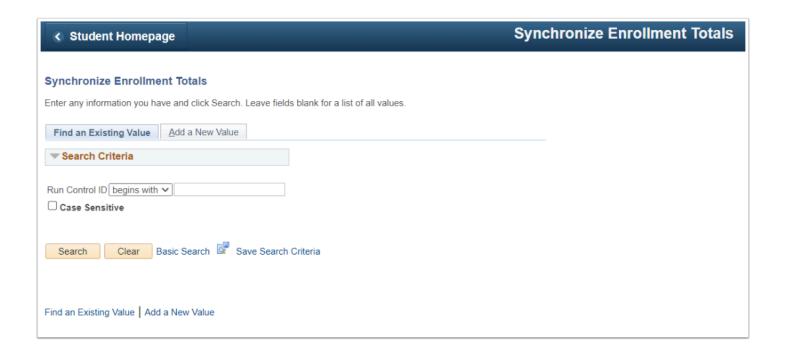
- ZC CM Class Builder

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

ℹ️ 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.**
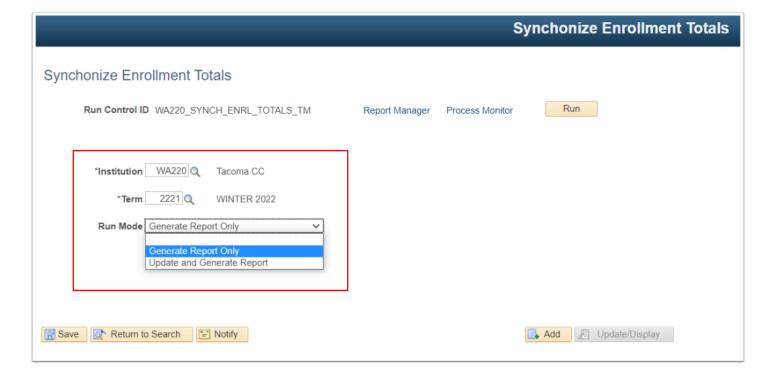
Synchronize Class Enrollment Totals

Navigation: NavBar > Navigator > Curriculum Management > Schedule of Classes > Synchronize Enrollment Totals
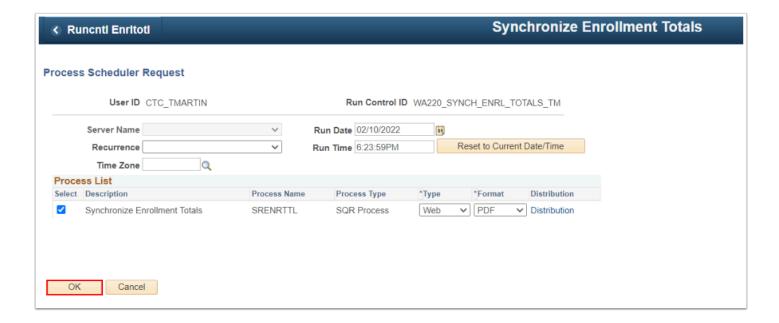
1. The **Synchronize Enrollment Totals** Run Control ID search page displays.
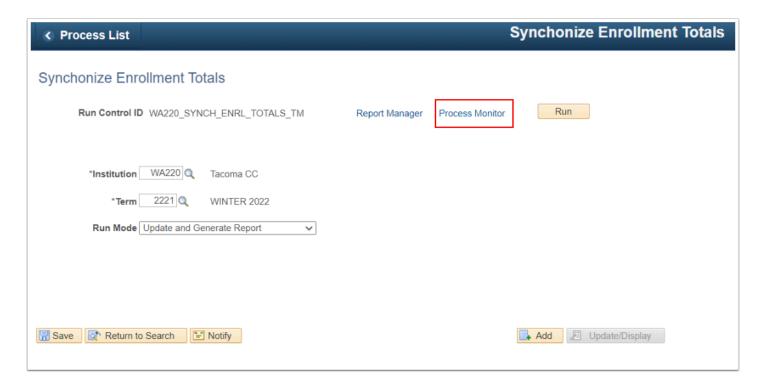2. Enter an existing **Run Control ID** or select the **Add a New Value** tab and create a new Run Control ID.

3. Enter or look up **Institution**.
4. Enter the **Term.**
5. 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.
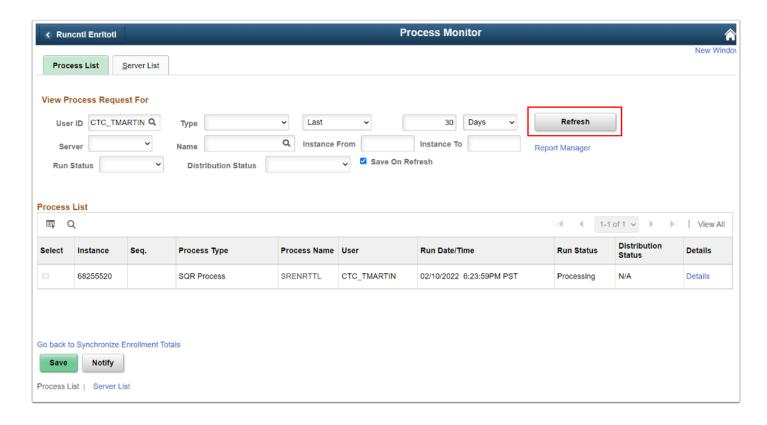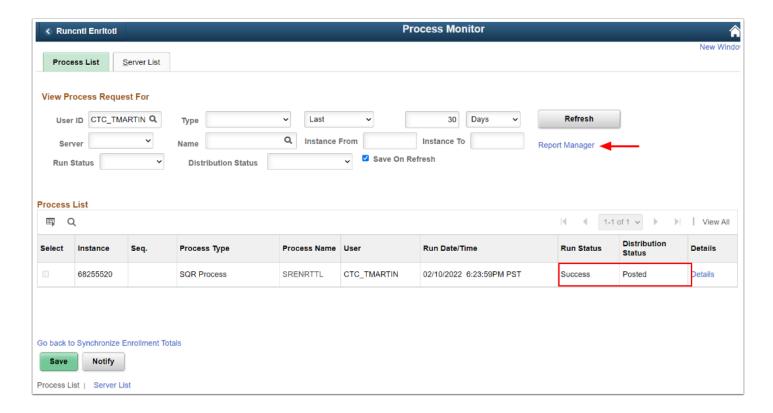6. Select **Run** in the upper-right corner of the screen.

7. Click **OK**.

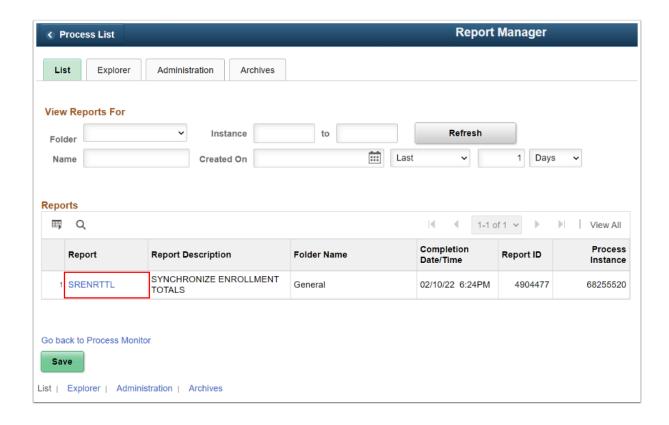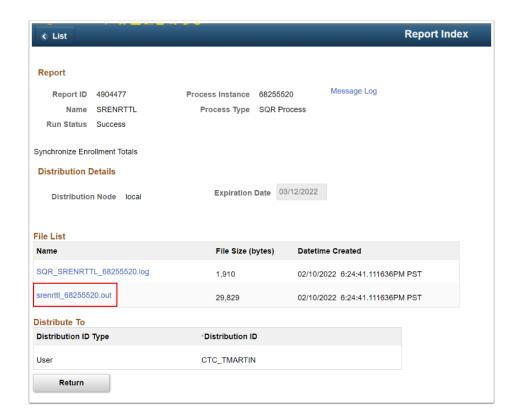8. Select **Process Monitor**.

9. Select **Refresh**.

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

11. Click on the link **SRENRTTL**.

12. Select the link **srenrttl_xxxxxxxx.ou**t.

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

```
Operator ID    : CTC_TMARTIN
Run Control ID : WA220_SYNCH_ENRL_TOTALS_TM


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Process Messages
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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



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

14. Process complete.