

Data Gathering Plan for Enrollment Forecasting (FERPA Compliant)

To build a highly accurate **Cohort-Based Flow Model** while strictly adhering to FERPA regulations, we will use **Aggregated Counts** instead of student-level data. We do *not* need names or IDs.

1. Admissions Data (The "Pipeline")

Purpose: To determine the size of the incoming cohort by major.

- **Request:** "Aggregated Count of Confirmed Deposits for Fall [Next Academic Year]"
- **Format:** Excel / CSV
- **Required Fields:**
 - Major (e.g., "Accessory Design")
 - Student Type (Freshman vs. Transfer)
 - Count of Confirmed Deposits (e.g., 45)
 - Entry Term (e.g., Fall 2026)

2. Current Enrollment Data (The "Feeder")

Purpose: To know the volume of students currently in the pipeline to predict their next step.

- **Request:** "Aggregated Enrollment Counts for [Current Term]"
- **Format:** Excel / CSV
- **Required Fields:**
 - Course Code (e.g., FOUN 110)
 - Major (e.g., "Accessory Design")
 - Student Level (Freshman, Sophomore, etc.)
 - Count of Enrolled Students (e.g., 120)

3. Historical Data (The "Behavior")

Purpose: To calculate "Melt Rates" and "Off-Sequence Demand" based on historical trends.

- **Request:** "Historical Course Enrollment Summaries (Last 3-5 Years)"
- **Format:** Excel / CSV
- **Required Fields:**
 - Term (e.g., Fall 2023)

- Course Code
- Major (Optional, but highly recommended for accuracy)
- Total Enrollment Count
- **Total Waitlist Count** (Critical for "True Demand")
- Section Count (Number of sections offered)

4. Curriculum Logic (The "Rules")

Purpose: To map the path of a student group.

- **Action:** Create a clean "Sequence Map" (CSV).
- **Structure:**
 - Major
 - Course Code
 - Sequence Order (1, 2, 3...)
 - Standard Term (Fall, Winter, Spring)

Summary Checklist

- ☐ **Admissions Report:** Total counts by Major and Student Type.
- ☐ **Current Enrollment:** Total counts by Course and Major.
- ☐ **Historical Data:** Total counts by Term, Course, and Major (with waitlists).
- ☐ **Sequence Map:** Course progression list.