

**Original Approval Date: May 31, 2019**

**Parent Policy: [Enrolment Management Policy](#)**

## **Enrolment Management Procedure**

<b>Office of Administrative Responsibility:</b>	Provost and Vice-President (Academic)
<b>Approver:</b>	General Faculties Council
<b>Scope:</b>	Compliance with this University policy extends to all academic staff, administrators, colleagues, and support staff as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories); and members of the Board of Governors.

### Purpose

The University of Alberta requires effective enrolment management to fulfill institutional objectives and its academic mission. This procedure outlines the University's processes for managing **enrolment** and **enrolment targets**.

### **PROCEDURE**

#### 1. The Enrolment Management Process at the University of Alberta

Achieving the appropriate number, mix and calibre of students is both an annual and long-term enterprise. The long-term enrolment objectives for the institution are informed by the Institutional Strategic Plan, individual Faculty strategic plans, and other environmental factors. The long-term enrolment objectives are achieved through specific annual planning exercises in conjunction with key institutional long-term planning documents. This would be achieved through regular consultation with Deans, governance bodies, and key stakeholders.

Annual enrolment planning is designed to support achievement of long-term objectives.

#### 2. Initiating the Annual Institutional Enrolment Management Process

The Provost and Vice-President (Academic) initiates the undergraduate enrolment planning process for the following academic year by contacting Deans with a letter outlining institutional priorities relative to enrolment consistent with long-term enrolment management goals. The Deans, in collaboration with the Vice-Provost and University Registrar, then prepare an annual enrolment plan for each Faculty in compliance with approved Comprehensive Institutional Plan (CIP) enrolment targets.

#### 3. Preparing Annual Faculty Undergraduate Enrolment Plans

The Vice-Provost and University Registrar (or delegate) meets with individual Deans (or delegate) to provide support and advice on Faculty-specific undergraduate enrolment planning and management, including the following: preparing enrolment projections; assisting Faculties with meeting institutional enrolment targets and goals; collecting and analyzing data; identifying trends and issues; determining admission averages; and monitoring all stages of the enrolment cycle.

#### 4. Proposing Annual Faculty Enrolment Plans

The Deans submit Faculty undergraduate and graduate enrolment plans to the Provost and Vice-President (Academic) for review. The Provost and Vice-President (Academic), after consulting with the Dean of a Faculty and the Vice-Provost and University Registrar, may modify enrolment plans prior to implementation. Decisions to modify enrolment plans may be informed by resources, academic standards, and capacity within the limits of approved CIP quotas and enrolment targets, and must be in alignment with identified academic priorities.

Alterations of existing targets in response to new, shifting or reduced resources and/or demands, such as targeted provincial funding for additional **Full Load Equivalents (FLEs)** in specific programs, are done in consultation with the Provincial Ministry responsible for advanced education.

#### 4. Approving Institutional Enrolment Plans

The Provost and Vice-President (Academic) approves enrolment plans and submits enrolment targets through the CIP, which is recommended from General Faculties Council (delegated to the GFC Academic Planning Committee) to the Board of Governors for final approval.

#### 5. Reporting Institutional Enrolment Plans

The Provost and Vice-President (Academic) will report annually to General Faculties Council and the Board of Governors, and to appropriate standing committees, the undergraduate minimum admission averages, and actual undergraduate and graduate enrolment (compared to Faculty targets) for that year.

### **DEFINITIONS**

Definitions should be listed in the sequence they occur in the document (i.e. not alphabetical).

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. <a href="#">[▲Top]</a>	
<b>Enrolment</b>	The total number of Full Load Equivalents (FLEs) registered on an annual basis in a program, Faculty, or the University.
<b>Enrolment Target</b>	The total number of Full Load Equivalents (FLEs) expected to be registered on an annual basis in a program, Faculty, or the University.
<b>Full Load Equivalents (FLEs)</b>	As defined by the Ministry of Advanced Education, a FLE is a unit measure of enrolment in which one FLE represents one student taking a full load in a standard year of study.
<b>Admission</b>	Acceptance of a candidate for enrolment in a specified program and Faculty.
<b>Enrolment Plan</b>	An annual plan recommended to the Provost and Vice-President (Academic) by each Faculty containing enrolment targets and a strategy to achieve the targets.

### **FORMS**

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No forms for this procedure.

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