Reserve Capacity (Reserve Seats)

Page reference
- Fall 2018 process – Page 1
- Step-by-Step Instructions for Adding Reserve Caps – Pages 1-2
- Background/General Information – Pages 3-4

Fall 2018 Overall Process
1. Communicate criteria of students to ES Scheduling (Paul Tran). For example, new fall 2018 transfer students, specific major(s), specific minor(s), etc.
2. ES Scheduling will code criteria and communicate to college and dept schedulers.
3. Once criteria available, scheduler may code reserve seat details on “Reserve Cap” tab on Maintain Schedule of Classes.

Step-by-Step Instructions for Adding Reserve Caps
Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

1. Navigate to Maintain Schedule of Classes and enter information for the course you wish to update (e.g., Academic Institution, Term, Subject Area, and Catalog Nbr) and click Search.

2. Navigate to the section you wish to update and click the Reserve Cap tab.

3. On the Reserve Cap tab, enter the information for when the seats will be released on the blank (top) row.
   - **Start Date** – date seats will be released (no longer reserved)
   - **Requirement Group** – created by Enrollment Services; this represents the criteria of students for whom the seats are being reserved
   - **Cap Enrl** - zero
4. On the Reserve Cap tab, add a new row and enter the information for when the seats will start being reserved.
   - **Start Date** – date seats will be released (no longer reserved)
   - **Requirement Group** – created by Enrollment Services; this represents the criteria of students for whom the seats are being reserved. This will match the above row.
   - **Cap Enrl** - # of seats you want to reserve

In this example, Reserve Capacity is coded as follows:

- Beginning 12/18/17 - 8 seats are reserved for **RC-ACCT Major Transfers**
- Beginning 1/18/18 - 0 (no) seats are reserved for **RC-ACCT Major Transfers** – any unused reserved seats are made available to everyone

5. If you have additional sections that require Reserve Caps, repeat steps 1-4 for the applicable course(s) and section(s).
Background

This PeopleSoft functionality allows seats to be “reserved” for specific populations of students for certain date ranges. For example, a course section may have eight seats reserved for new transfer students in Accountancy. If a student does not meet these criteria, they will not be able to enroll in the course if eight or less open seats remain.

General Information

- Reserve Capacity is coded at the class section level.
- Reserve Capacity becomes active when effective date has been reached and when available seats match Reserve Capacity seats.
- “Reserve Capacity Sequence” can be used to code capacities for different groups.
- Reserve Capacity uses effective dating to determine Active and Inactive reservations.
- Reserve Capacity coded in the following example can be defined as:
  - Beginning 12/20/17 - 5 seats are reserved for RC-MKTG Major Transfers
  - Beginning 1/18/18 - 0 (no) seats are reserved for RC-MKTG Major Transfers – any unused reserved seats are made available to everyone
- Reserve Capacity is only coded on enrollment sections (not available for non-enrollment sections).

Curriculum Management > Schedule of Classes > Maintain Schedule of Classes (Reserve Cap tab)
Reserve Capacity and Enrollment
- Reserve Capacity requirements are in addition to any existing Enrollment Requirements (requisites):
  - When reserve capacity is active, students must meet both enrollment requisites and reserve seat requirement criteria.
  - The following enrollment error message is displayed when the student doesn’t meet the Reserve Capacity requirement:

  “You are unable to enroll in this class at this time. (14641,213). Available seats are reserved and you do not meet the reserve capacity requirements.”

Reserve Capacity and Waitlists
- The ability to waitlist a class is not affected by Reserve Capacity.
- If a seat becomes available and the Reserve Capacity has not been met, the waitlist process will consider students meeting the Reserve Capacity first before any other waitlisted students, regardless of waitlist position.

Where can users find this information once it has been coded in PeopleSoft?

Curriculum Management > Schedule of Classes > Maintain Schedule of Classes (Reserve Cap tab)

![Reserve Capacity and Waitlists Image]

LBSR0419F - Class Schedule Data Report with Facility Information (CS-link)

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