

Reserve Capacity is a way to limit a certain amount of seats in a section to a selected group of students. Our recommendation is that you keep them as simple as possible, relying on department consent as an alternative method of controlling which students are able to register for a course.

Configure a Start Date

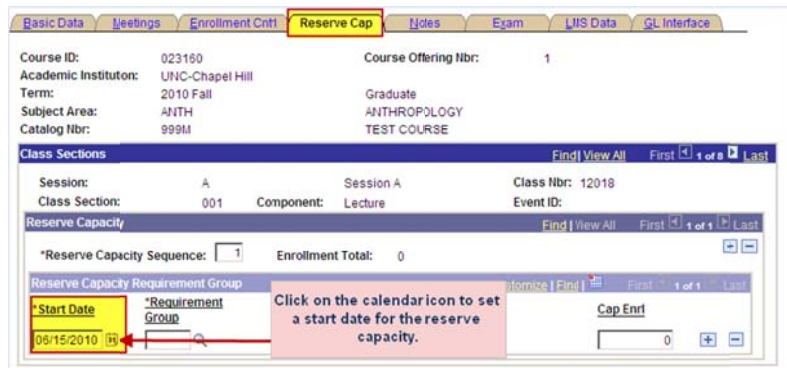
For Reserve Capacity to work correctly a starting rule and ending rule must be configured into ConnectCarolina.

Configure Reserve Capacity

1. Configure a Start Date

Click on the calendar icon to configure a start date.

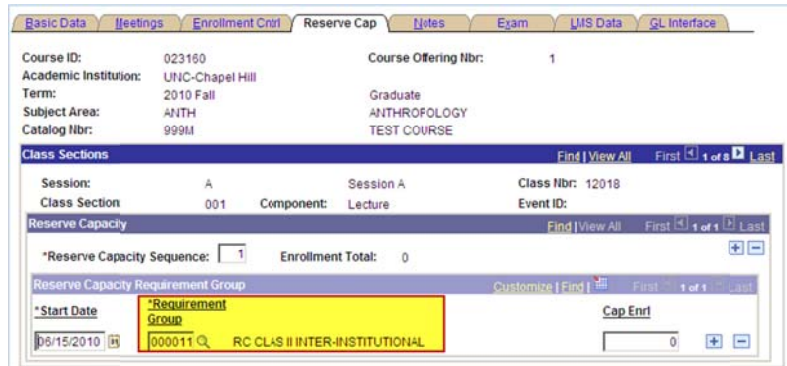
This is the first day that the enrollments can be processed for this course.



2. Configure a Requirement Group

Click the lookup icon to choose the requirement group.

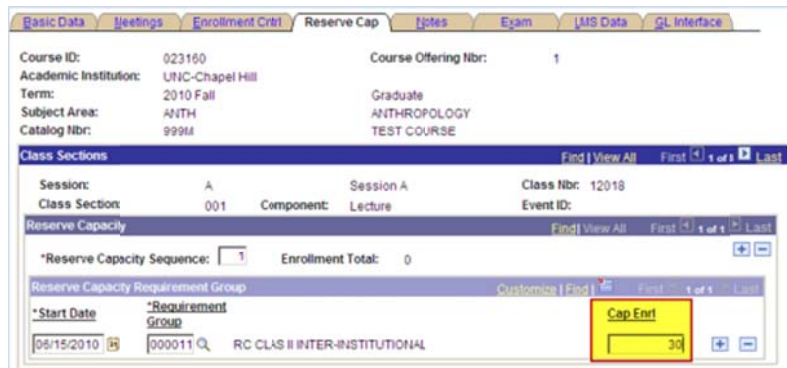
The requirement group will restrict the enrollment only to this group.



The requirement group defines the requirement which students must meet to be eligible for a reserved seat.

3. Set the number of students who can enroll

Use the 'Cap Enrl' field to set the number of students who can enroll in the course.



The Cap Enrl field specifies the number of seats that have been reserved for students who meet a certain requirement.

Reserve Capacity

The enrollment total you see [here](#) is the total enrolled under this reserve capacity (not the total enrolled in the class).

This screenshot shows the 'Reserve Capacity' section of the system. The 'Enrollment Total' is displayed as 0. The 'Reserve Capacity Requirement Group' table below it has one entry:

*Start Date	*Requirement Group	Cap Enrl
06/15/2010	000011 RC CLAS II INTER-INSTITUTIONAL	0

Configure an End Date

1. Click the '+' icon to add an ending date

This screenshot shows the 'Reserve Capacity Requirement Group' table with a second row added. The '+' icon in the 'Cap Enrl' column of the second row is highlighted with a red box, indicating the step to add an ending date.

*Start Date	*Requirement Group	Cap Enrl
06/15/2010	000011 RC CLAS II INTER-INSTITUTIONAL	0
		0

2. Configure an end date

This screenshot shows the 'Reserve Capacity Requirement Group' table with the second row highlighted in yellow. The 'Cap Enrl' for the second row is set to 0.

*Start Date	*Requirement Group	Cap Enrl
06/30/2010	000011 RC CLAS II INTER-INSTITUTIONAL	20
06/15/2010	000011 RC CLAS II INTER-INSTITUTIONAL	0

Reserve Capacity Examples

Restrict a course to certain majors

Follow the example above and use the **requirement group** to allow students from a specified requirement group to enroll in a class.

Click on the Lookup icon to launch the

This screenshot shows the 'Reserve Capacity Requirement Group' table with two entries for 'RC PLAN GRAD ANTH MAJ' highlighted in yellow.

*Start Date	*Requirement Group	Cap Enrl
06/15/2010	000226 RC PLAN GRAD ANTH MAJ	30
06/30/2010	000226 RC PLAN GRAD ANTH MAJ	0

lookup page.

Example: Click on the description field and configure the search to pull up all requirement groups that contain anthropology students.

Look Up Requirement Group

Academic Institution: UNCC

Academic Group: begins with

Subject Area: begins with

Catalog Nbr: begins with

Requirement Group: begins with

Description: contains anth

Look Up Clear Cancel Basic Lookup

Search Results

Academic Group	Subject Area	Catalog Nbr	Requirement Group	Description
CAS	(blank)	(blank)	000507	RC CMB ANTH PLAN ARCH IJMN
(blank)	(blank)	(blank)	000573	RC CMB PLAN MD ANTH ARCH IJMN
CAS	(blank)	(blank)	000581	RC CMB UG PLAN ANTH MAJ ARCH IJMN
CAS	(blank)	(blank)	000226	RC PLAN GRAD ANTH MAJ

Allow several different groups to register at the same time.

The student groups MUST have different **sequence numbers** but the same dates.

1. Add new sequences by using the **plus button**.
2. Fill out the sequence using the instructions above.

Reserve Capacity

Session: A Class Section: 001 Component: Lecture Class Nbr: 12018 Event ID:

*Reserve Capacity Sequence: 1 Enrollment Total: 0

click to add a new sequence

*Start Date	*Requirement Group	Cap Enrl
09/15/2010	000226 Q RC PLAN GRAD ANTH MUJ	30
09/30/2010	000226 Q RC PLAN GRAD ANTH MUJ	0

Enrollment Group 1

*Reserve Capacity Sequence: 2

*Start Date	*Requirement Group	Cap Enrl
09/15/2010	000225 Q RC PLAN UGRD ANTH MUJ	15

Enrollment Group 2