Reserve Capacity

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.

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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.

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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 <u>here</u> is the total enrolled under this reserve capacity (not the total enrolled in the class).

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Configure an End Date

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2. Configure an end date

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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

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Reserve Capacity

lookup page.

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

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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 <u>plus</u> <u>button</u>.
- 2. Fill out the sequence using the instructions above.

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