**Enrollment Controls for Web Course Selection**

### Web Enrollment Checklist
- Select Curriculum Management > Schedule of Classes > Update Sections of a Class, open the course, and make sure Cap Enrl is set correctly.
- To control the composition of a section, open the course in CUP and set the Reserve Capacity in the Schedule CUP tab.
- To prevent students from enrolling without specific permission, open the course in CUP and set Course Attribute to APPL. The Student-Specific Permissions (✓) checkbox will be set by default.
- If consent is required, add the permissions for the students who have been admitted to the course, so they can enroll. To add permissions, select Records and Enrollment > Term Processing > Class Permissions > Class Permissions from the menu.
- To limit enrollment to a particular group of students, open the course in CUP and on the Course Update CUP tab, set the requirement group in the Req Grp field for the course.
- Monitor enrollment totals on the Curriculum Management > Schedule of Classes > Update Sections of a Class, Class Enrollment Limits tab at least once a day during the online enrollment period.

### Managing Application or Interview Courses
Courses that are offered by application or interview only are managed in CUP. For courses offered by application or interview only, you must also set an attribute of APPL. To set the attribute, select Curriculum Management > Course Update Process (CUP) and open the course. Scroll down to display the Course Attributes area.

If the course requires consent, you must grant specific permission to each student who is accepted in the class prior to their enrollment. To grant permissions, select Records and Enrollment > Term Processing > Class Permissions > Class Permissions from the menu.

### Setting Course Requisites
Requirement groups can be used to enforce certain course requisites such as class year (not open to freshmen, seniors only, etc.), or department concentration. Applying a requisite to a course restricts enrollment in that course to only those students in the specified requirement group. Requisites are set in CUP.

To set a requisite for a course, select Curriculum Management > Course Update Process (CUP) and open the course. The Requirement Group field is located below the Course Attributes area:

### Setting Enrollment Capacity and Closing Sections
Enrollment capacity allows you to set seating limits for each section you offer. Once enrollment has reached this limit, no more students can enroll unless other students drop the section. If you do not want to limit enrollment, set the Enrl Cap field to 999.

To close a section, decrease the enrollment capacity to a value less than or equal to the current enrollment total. The section will be closed to further enrollment.
To set enrollment capacity, select **Curriculum Management > Schedule of Classes > Update Sections of a Class**, open the course, and then click on the Class Enrollment Limits tab.

To stop enrollment, change *Enrl Cap* to a value less than or equal to *Enrl Tot*. To add seats to a filled class, set *Enrl Cap* to value greater than *Enrl Tot*.

**Setting Reserve Capacity**

Reserve capacity allows you to control class composition. With reserve capacity, you can set aside numbers of seats for specific student populations, and only students in those groups can fill those seats.

You can reserve seats for as many student groups as needed. Later in the enrollment process, any unused seats can be made available to the rest of the student body.

You should have the same number of reserve sequences as you have reserves (or requirement groups).

To set aside seats in a section for a specified student population,

1. Select **Curriculum Management > Course Update Process (CUP)**, open the course, and then click the Schedule CUP tab.
2. Locate the graded component (the only section with a Reserve Capacity area displayed). Scroll to the Reserve Capacity area, and enter the *Start Date*, *Req Grp*, and *Res Seats* for this Reserve Capacity Sequence.

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**During Online Enrollment**

You will set the basic characteristics of courses and classes when you schedule them. However, there are some functions you must perform during the enrollment period:

**Monitoring Enrollments**

During enrollment, the Class Enrollment Limits tab on the Update Sections of a Class page will show actual enrollment totals. Keep a close eye on these totals, since you may need to adjust capacities or add sections if demand is higher than anticipated.

**Granting Permission to Enroll**

During the enrollment period and immediately prior to it, you will need to grant permissions to any students who have been accepted in an application or interview course. To grant a specific student permission to enroll in a class, select **Records and Enrollment > Term Processing > Class Permissions > Class Permissions** from the menu.

Find the section and select the student to whom you are assigning permission. To add additional students, insert a new row.