Enrollment Controls for Web Course Selection

Web Enrollment Checklist

- Make sure Enrollment Capacity and Requested Room Capacity are correctly set on the Enrollment Cntrl page.
- To control the composition of a section, set the Reserve Capacity on the Reserve Cap page.
- To prevent students from enrolling without specific permission, set the Course Attribute to APPL in the Class Attributes area of the Basic Data page, and turn on (✓) the Student-Specific Permissions checkbox in the Class Sections area of the Basic Data page. These controls must be set for each primary section.
- If Student-Specific Permissions has been set (✓) for a course, be sure to add the permissions for the students who have been admitted to the course, so they can enroll. To add permissions for students, select Manage Student Records > Establish Courses > Use > Class Permission Numbers from the menu.
- To limit enrollment to a particular group of students, set the Requirement Group for the course in the Enrollment Requirement Group area of the Offerings page of the Course Catalog.
- Monitor enrollment totals on the Enrollment Cntrl and Reserve Cap pages 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 the Schedule of Classes page group. There are two requirements for setting an application or interview course:

- You must set (✓) the Student-Specific Permissions checkbox on the Basic Data page of the Schedule of Classes for each primary section of the course. Select Manage Student Records > Establish Courses > Use > Schedule of Classes.

The Student-Specific Permissions checkbox is on the right side of the Class Sections area.

- You must set an attribute of APPL for each primary section of the course. To set the attribute in the Schedule of Classes, select Manage Student Records > Establish Courses > Use > Schedule of Classes from the menu. On the Basic Data page, scroll down to display the Class Attributes area.

When you have set (✓) the Student-Specific Permissions checkbox for a class, you must grant specific permission to each student who is accepted in the class prior to their enrollment. To grant permissions, select Manage Student Records > Establish Courses > Use > Class Permission Numbers 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 the course catalog.

To set a requisite for a course, select Manage Student Records > Establish Courses > Use > Course Catalog from the menu,

click on the Offerings tab, and then scroll down to the Enrollment Requirement Group 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. For unlimited enrollment, set the enrollment capacity 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.

Section enrollment capacity is set in the Schedule of Classes.

To set enrollment capacity, select Manage Student Records > Establish Courses > Use > Schedule of Classes, and then click on the Enrollment Cntrl tab.

Setting Reserve Capacity

Reserve capacity provides functionality that replaces Limited Enrollment, allowing 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.

To set aside seats in a section for a specified student population, select Manage Student Records > Establish Courses > Use > Schedule of Classes, click the arrow to the right of the tabs, and then click on the Reserve Cap tab.

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 Enrollment Cntrl and Reserve Cap pages 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 select Manage Student Records > Establish Courses > Use > Class Permission Numbers from the menu.

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