

RESERVE CAP Process Guide

Reserve Cap is a feature that “reserves” or hold seats for students in an Enrollment Requirement Group (ERG), which is based on major(s), minor(s), class level, or student group. Only one ERG should be added to each Reserve Capacity Sequence.

GEM ERGs are specific ERGs that are put on classes that have BOTH General Education AND Major/Minor Requirements. The GEM ERG holds seats for the Majors/Minors that need the class

PATH: Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Reserve Cap TAB

The screenshot shows the 'Reserve Cap' tab selected in a web application. The interface displays course information for Course ID 200966, Course Offering Nbr 1, at Cal State San Marcos, Spring 2022, Undergrad level, Subject Area ANTH (Anthropology), Catalog Nbr 360, and INDIGENOUS ANTHROPOLOGY. The 'Class Sections' section shows Session 1, Class Section 01, Component: Lecture, Regular Academic Session, Class Nbr 21331, Event ID, Associated Class 1, and Units 3.00. The 'Reserve Capacity' section shows *Reserve Capacity Sequence 1 and Enrollment Total 0. The 'Reserve Capacity Requirement Group' section has a *Start Date field highlighted with a red box. A calendar pop-up is open, showing the month of October 2021, with the date 7 highlighted. The 'Current Date' button at the bottom of the calendar is also highlighted with a red box.

Reserve Capacity Requirement Group Section

First Row

Add the Start Date –

Enter TODAY’S DATE
- using format MM/DD/YYYY
OR

click on the little calendar icon
next to the start date field and
select “Current Date”

Course ID 200966 Course Offering Nbr 1
 Academic Institution Cal State San Marcos
 Term Spring 2022 Undergrad
 Subject Area ANTH Anthropology
 Catalog Nbr 360 INDIGENOUS ANTHROPOLOGY

Class Sections Find | View All First 1 of 1 Last
 Session 1 Regular Academic Session Class Nbr 21331
 Class Section 01 Component: Lecture Event ID
 Associated Class 1 Units 3.00

Reserve Capacity Find | View All First 1 of 1 Last
 *Reserve Capacity Sequence 1 Enrollment Total 0

Reserve Capacity Requirement Group Personalize | Find | View All First 1 of 1 Last
 *Start Date *Requirement Group Cap Enrl
 10/07/2021 009017 ANTH 360 Plans 25

First Row

Requirement Group –

Use the Group Number to enter directly or

Use the magnifying glass to search for the right Requirement Group

Look Up Requirement Group

Academic Institution SMCMP
 Academic Group begins with
 Subject Area begins with
 Catalog Nbr begins with
 Requirement Group begins with
 Description begins with ANTH 360

Look Up Clear Cancel Basic Lookup

Search Results
 View 100 First 1 of 1 Last

Academic Group	Subject Area	Catalog Nbr	Requirement Group	Description
(blank)	ANTH	360	009017	ANTH 360 Plans

Check if the course has a GEM ERG:

- Click the Magnifying glass next to the Requirement Group (Req Grp)
- In the Description field enter: SUBJ CATALOG-NUMBER.
Example: ANTH 360
- If the search results show up with a **Req Grp # in the 9000s** &/or with **“Plans” in the Description** - that IS a GEM ERG

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 10/07/2021 009017 ANTH 360 Plans 25

First Row

Cap Enrl

- Enter the number of seats that should be reserved for that Req Grp
- Academic Scheduling will send out the cap enrollment for the GEM ERGs. Your department head should let you know how many if using a regular ERG.

Basic Data Meetings Enrollment Cntrl **Reserve Cap** Notes Exam LMS Data Textbook GL Interface

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 Class Section 01 Component: Lecture Event ID
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Reserve Capacity Find | View All First 1 of 1 Last

*Reserve Capacity Sequence 1 Enrollment Total 0

Reserve Capacity Requirement Group Personalize | Find | View All First 1-2 of 2 Last

*Start Date	*Requirement Group	Cap Enrl
10/07/2021	009017 ANTH 360 Plans	25
		0

Add Another Row

On the right side of the first row, there will be a plus “+” button.

Click on the “+” to add another row.

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Reserve Capacity Requirement Group Personalize | Find | View All First 1-2 of 2 Last

*Start Date	*Requirement Group	Cap Enrl
10/07/2021	009017 ANTH 360 Plans	25
12/06/2021		0

Second Row

The second row is used to add an expiration date. This is the end date that seats will be held for the Req Grp.

Start Date

- Enter/Select the Expiration Date. For GEM ERGs, the expiration date can be found on the required note nbr that must be added.
- Expiration dates can also be added for other ERGs. Ask Dept Head when the ERG seats should stop being held.

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10/07/2021	009017 ANTH 360 Plans	25
12/06/2021	009017 ANTH 360 Plans	0

Second Row

Requirement Group Field

- Add the same ERG (from first row) to this field
- Can copy and paste it from the first row.

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*Start Date	*Requirement Group	Cap Enrl
10/07/2021	009017 ANTH 360 Plans	25
12/06/2021	009017 ANTH 360 Plans	0

Second Row

Cap Enrl

- Leave at ZERO (0)

NOTE: If you are going back to change or edit a Reserve Cap, be very careful to note which row you are changing. These rows change places depending on the current date!

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 Class Section 01 Component Lecture Event ID
 Associated Class 1 Units 3.00

Class Notes Find | View All First 1 of 1 Last

*Sequence Number 1
 *Print Location After
 Note Nbr 0075
 Even if Class Not in Schedule

Some seats in this class are reserved until Dec 5 for students who need this course for major/minor requirements. On Dec 6, 2021 at 12:01 AM open seats are available to all students, eligible wait listed students will have priority.
 For more info: <https://bit.ly/38DtnTG>

Copy Note

Free Format Text:
 Clear Note

Notes Tab

Sections with an ERG or GEM ERG need to have a note.

- Very few people who view the Class Schedule can see the Reserve Caps directly, which is why a note is AN ABSOLUTE MUST

Basic Data Meetings Enrollment Cntrl Reserve Cap **Notes** Exam LMS Data Textbook GL Interface

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Copy Note

Free Format Text:
 Clear Note

Notes Tab

Class Notes – Note Nbr

For GEM ERGs add 1 of the following Note Nbrs
 SPRING

- #39 for Lower Division Courses (Classes in the 100 or 200 Level)
- #40 for Upper Division Courses (Classes in the 300 or 400 Level)

FALL

- #75 for Lower Division Courses (Classes in the 100 or 200 Level)
- #76 for Upper Division Courses (Classes in the 300 or 400 Level)

The screenshot shows the 'Notes' tab in a software interface. At the top, there are navigation tabs: Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, **Notes**, Exam, LMS Data, Textbook, and GL Interface. Below these, course information is displayed: Course ID 200966, Course Offering Nbr 1, Academic Institution Cal State San Marcos, Term Spring 2022, Undergrad, Subject Area ANTH, Anthropology, and Catalog Nbr 360, INDIGENOUS ANTHROPOLOGY.

There are two main sections: 'Class Sections' and 'Class Notes'. The 'Class Notes' section is highlighted with a red box. It contains the following fields and controls:

- *Sequence Number: 1
- *Print Location: After (dropdown menu)
- Note Nbr: (input field with search icon)
- Copy Note (button)
- Free Format Text: (text area containing a sample note)
- Clear Note (button)
- Even if Class Not in Schedule (checkbox)

The sample note in the 'Free Format Text' field reads: "There are 25 seats reserved for Anthropology Majors in this class until Dec 5th. On Dec 6, 2021 open seats are available to all students, eligible wait listed students have priority."

Notes Tab

Class Notes – Free Format Text
ONLY regular ERGs (not GEM ERGs) add a note similar to the following:

There are <Nbr of Reserve Cap Seats> seats reserved for <Who is in the Req Grp> in this class until <day before expiration date>. On <expiration date> open seats are available to all students, eligible wait listed students have priority.

NOTICE: You cannot simply delete the text from either of the note fields and then save the course, or PeopleSoft will give you an error. You need to use the minus “-” button to delete the whole class note.