RESERVE CAP Process Guide

Reserve Cap is a feature that "reserves" or holds 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

| Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface 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 | Reserve Capacity Requirement Group Section First Row |
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| 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 Find View All First () 1 of 1 () Last Reserve Capacity Find View All First () 1 of 1 () Last "Reserve Capacity Sequence 1 Enrollment Total 0 () () () () () () () () () () () () () (| 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" |

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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 Red | luirement | Group | | |
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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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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 Enro | Ilment Cntrl Reserve Cap | otes Exam LMS Data | Textbook GL Interface |
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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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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.

| Basic Data Meetings Enrollment Cntrl | Reserve Cap Notes Exam LMS Data Textbook GL Interface |
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Second Row

Requirement Group Field

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

| Basic Data | <u>M</u> eetin | gs <u>E</u> nrollm | ent Cntrl Reser | rve Cap <u>N</u> otes | E <u>x</u> am | LMS Data | Textbook | <u>G</u> L Interfa | се | | |
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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!



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 Er | nrollment Cntrl Reserve Ca | ap Notes Exam LMS Data Textbook GL Interface | | | | | | | |
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| *Print Locat Note I | ion After Nbr 0075 Copy Note | 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.lv/38DtnTG | | | | | | | |
| Free Format Te | ext: Clear Note | | | | | | | | |

Notes Tab

Class Notes – Note Nbr

For GEM ERGs add 1 of the following Note Nbrs SPRING

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

FALL

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

| Basic Data Meetings Enroll | ment Cntrl Reserve | e Cap | Notes | E <u>x</u> am | LMS Dat | a <u>T</u> extb | ook <u>G</u> L Inte | rface |
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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.