

# RESERVE CAP Process Guide for using ERGs

Process to set aside a specific number of seats for specific Enrollment Requirement Group (ERG)

This is a feature that evaluates criteria to “reserve” or hold seats based on major(s), minor(s), class level, or student group. Only one ERG should be added to each section.

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

The screenshot shows the 'Reserve Capacity' tab in the Banner system. The course details are: Course ID: 200966, Academic Institution: Cal State San Marcos, Term: Spring 2018, Subject Area: ANTH, Catalog Nbr: 360, Course Offering Nbr: 1, Undergrad Anthropology, INDIGENOUS ANTHROPOLOGY. The 'Reserve Capacity Requirement Group' table has two rows:

*Start Date	*Requirement Group	Cap Enrl
12/05/2017	009017 ANTH 360 Plans	0
10/13/2017	009017 ANTH 360 Plans	25

1	<b>Add the Start Date</b> – if the reserve cap should be restricting students as soon as registration starts, put TODAY’s DATE (most common)
2	<b>Requirement Group</b> – this is where the ERG number goes (it can also be searched with the magnifying glass). Once entered the description will show up.
3	<b>Cap Enrl</b> – enter the number of seats that need to be reserved for this ERG
4	<b>+ &amp; - buttons</b> – the + button adds another row, do this to add an end date for the ERG (i.e. the day when the class should stop being reserved for this specific group)

## Including an expiration date for the Reserve Cap

The screenshot shows the 'Reserve Cap' configuration page for course 200966. A green box highlights the 'End Date/Date to Stop ERG' field. Below it, the 'Reserve Capacity' section shows a sequence of 1 with an enrollment total of 0. The 'Reserve Capacity Requirement Group' table has two rows for 'ANTH 360 Plans'. Callout 5 points to the '+ -' buttons for 'Cap Enrl'. Callout 6 points to the 'Start Date' field. Callout 7 points to the 'Requirement Group' field. Callout 8 points to the '+ & -' buttons for the 'Cap Enrl' column. Callout 9 points to the 'Enrollment Total' field.

5	Click the + button to add another row to add an end date
6	<b>Start Date for the End of the ERG</b> – this date is the “ <b>expiration date</b> ” for the Reserve Capacity. On this date, the reserved seats are returned to available status, for all other students.
7	<b>Requirement Group</b> – put the SAME ERG here as you did in the previous row.
8	<b>Set Cap Enrl</b> at 0 (zero) + & - buttons – the + button adds another row, do this to add an end date for the ERG (i.e. the day when the class should stop being reserved for this specific group)
9	“ <b>Enrollment Total</b> ” automatically lists how many seats in that reserve cap have been used. This will auto-populate once enrollment begins.

**DO NOT FORGET TO INCLUDE A NOTE ON EVERY SECTION WITH A RESERVE CAP**

## CLASS NOTES

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

**Course ID:** 200966 **Course Offering Nbr:** 1  
**Academic Institution:** Cal State San Marcos  
**Term:** Spring 2018 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:** 22113  
**Class Section:** 01 **Component:** Lecture **Event ID:** 000039663  
**Associated Class:** 1 **Units:** 3.00

**Class Notes** Find | View All
First
1 of 1
10

**\*Sequence Number:**  + -  
**\*Print Location:**   Even if Class Not in Schedule

11 **Note Nbr:**  

Seats in this class are reserved until Dec 5 for students who need this course for major requirements. On Dec 5 open seats are available to all students.

12 **Free Format Text:**

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [GL Interface](#)

<b>10</b>	<b>Click the + button</b> to add a(nother) row to add an end/expiration date
<b>11</b>	<p><b>Note Nbr</b> – prewritten notes, cannot be edited (but can be copied &amp; pasted into Free Format Text Note)</p> <p><u>Note nbr 40</u> is the standard note for Reserve Caps: <i>Seats in this class are reserved until Dec 5 for students who need this course for major requirements. On Dec 5 open seats are available to all students.</i></p> <p><u>Note nbr 39</u> is a note that you can copy from the note nbr field and paste into the Free Format Text field and edit as appropriate (make sure to delete the last 2 sentences): <i>There are XXX seats reserved until Dec 5 for students who need this course as a major/minor requirement. On Dec 5 open seats are available to all students. NOTE to User: Copy note and put in free format section. Update it with the number of seats and the end date. Delete this portion of the comment</i></p>
<b>12</b>	<p><b>Free Format Text</b> – anything can be typed into this field and it will show to the students when they look at the section. For the purposes of Reserve Caps, please limit the text to the majors/minors included and when the reserve will end.</p>

**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 (shown in #10) to delete the whole class note.