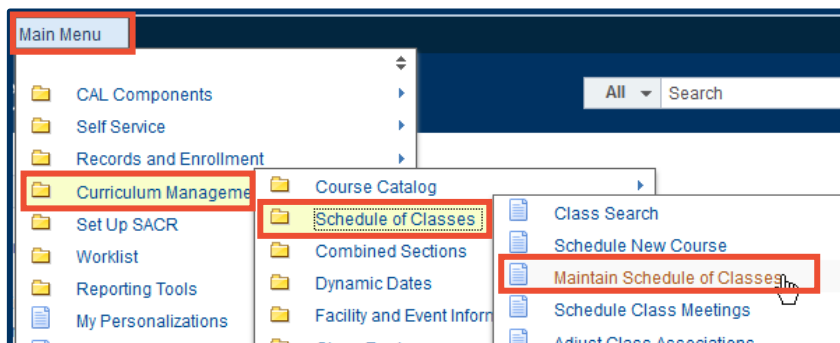


How to Prevent Further Enrollments ("Lock Down a Class") – Option 2

- From the **Main Menu**, navigate to:
Curriculum Management > Schedule of Classes > Maintain Schedule of Classes and search for your class.



- On the **Enrollment Cntrl** tab, set the **Wait List Capacity** to zero.

NOTE: The students attempting to enroll will get a "Waitlist is full" type error message.

- Click **Save** button when finished.

A screenshot of the 'Enrollment Cntrl' tab in a web application. The 'Enrollment Cntrl' tab is highlighted with a red box. The 'Wait List Capacity' field is highlighted with a red box and contains the value '0'. Other fields include Course ID (100630), Course Offering Nbr (1), Term (2016 Fall), Subject Area (ANTHRO), and Enrollment Capacity (15).

Field	Value
Course ID	100630
Course Offering Nbr	1
Academic Institution	UC Berkeley
Term	2016 Fall
Subject Area	ANTHRO
Catalog Nbr	136F
Session	1
Class Section	001
Component	Lecture
Units	4.00
Class Status	Active
Class Type	Enrollment
Enrollment Status	Closed
Requested Room Capacity	30
Enrollment Capacity	15
Wait List Capacity	0
Minimum Enrollment Nbr	3

- On the **Reserve Cap** tab, use the **Requirement Group #000055**, "Enrollment Permission Only," to cover the remainder or total number of seats in the class.

NOTE: The Enrollment Reserve Capacity cannot exceed the Class Enrollment Capacity.

- Click **Save** button when finished.

The screenshot shows the 'Reserve Cap' tab in a web application. The 'Reserve Capacity Requirement Group' section is highlighted with a red box, showing 'Requirement Group' as '000055' and 'Cap Enrl' as '15'. The 'Save' button is also highlighted with a red box.

BE CAREFUL – If you have given out any Permission Numbers with the checked checkbox of "Valid for... **Closed Class**," that have not yet expired, then those Permission Numbers can still override the Requirement Group #000055 and may also override total enrollment caps.

DO NOT...

- Uncheck "Auto enroll from Wait List"
 - because then any student can take any vacant spot
- Use the "Stop Further Enrollment" action
 - because then you will also not be able to manipulate enrollment for that class
- Change the Enrollment Cap number
 - because then campus reports on enrollment numbers will be skewed

Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)

Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/it

For additional SIS resources, please visit:

- <http://sis.berkeley.edu/training>