Setting up Reserve Capacities

Reserve Capacity Sequences and Requirement Groups allow you to reserve seats in a class for a specified group of students. If a Requirement Group, or a group with a combination of requirements, does not already exist in the look up table, please contact the Office of the Registrar to request that a new Requirement Group be created.

**NOTE:** You must create a new Reserve Capacity Sequence for each Requirement Group. Adding different types of Requirement Groups under one sequence will result in a failure of the functionality.

1. From the **Main Menu**, navigate to:
   - **Curriculum Management >**
   - **Schedule of Classes >**
   - **Maintain Schedule of Classes.**

2. Under **Search Criteria**, use the look up table (🔍) or enter the **Term**, **Subject Area**, and **Catalog Nbr** of the class you would like to edit.

3. Click **Search**.
NOTE: Reserve Capacities can only be set on the Enrollment component(s). They will automatically apply to all associated Non-Enrollment (secondary) class sections.

For classes with Non-Enrollment sections, the Enrollment component is often a Lecture or Seminar and the Non-Enrollment sections are often Discussions or Labs.

4. On the Basic Data tab, make sure you are on your Enrollment section. If you have more than one Enrollment section, set up Reserve Capacities on each class section as needed.

5. Click the Enrollment Cntrl tab to check your Enrollment Capacity.

The total number of reserved seats you create on the Reserve Cap tab cannot exceed this number.
6. Click the **Reserve Cap** tab.

Notice that there are sections within sections on this page.

The **Reserve Capacity Sequence** contains the **Requirement Group** section.

This will become very important in setting your reserve capacities correctly.

7. For your first **Reserve Capacity Sequence**, begin by selecting a **Start Date**. Start dates often reflect the first date of student enrollment for the term.

8. Click the **Requirement Group** look up icon (🔍) to open the **Look Up Requirement Group** table.
For the first **Requirement Group**, we’ll reserve seats for the department’s majors.

9. Using the **Description** field, and changing the droplist selection from “begins with” to “contains,” is often the best way to find your **Requirement Group**.

10. Click the **Look Up** button to bring up the search results.

11. Click on the **Requirement Group** link to select it.

12. Next, set the **Cap Enrl**. To the number of seats you want to reserve for this **Requirement Group**.

**NOTE**: Remember that the total number of reserve capacity seats cannot exceed the **Enrollment Capacity**.

13. To reserve seats for a different groups of students, you **must create additional Reserve Capacity Sequences**. Click the **+** button to add a second **Sequence**.
Now we have two Reserve Capacity Sequences.

14. Click the View All link to be able to see both sequences on your screen.

15. In Reserve Capacity Sequence #2, you can select a different group of students to reserve seats for.

Now, we’ll reserve 40 seats for “New UG Transfer” students.

16. Again, select a Start Date, use the look up icon (🔍) to select your second Requirement Group and enter the number of desired reserved seats in the Cap Enrl field.

Once students begin enrolling, the Enrollment Total number will show how many students enrolled into the reserved seats in each group.
17. To “expire” the Requirement Group in your first Reserve Capacity Sequence, click the + button to the right of the Cap Enrl field.

18. Use the Start Date field to select your “expiration” date.

19. Type in the same Requirement Group code as on the first line in this sequence and enter “1” in the Cap Enrl field.

NOTES:

1) The “expire” feature is completely optional. You do not need to use it.

2) If you choose to use the “expire” feature on more than one Requirement Group, you must enter a “1” in the Cap Enrl field. If you use different expiration dates for different groups and enter a zero, then all groups will expire at the earliest expiration date with a zero.

3) DO NOT add a different Requirement Group in the same Reserve Capacity sequence. This will NOT work. You must create a new Reserve Capacity Sequence to add each new Requirement Group.
(Optional) It is possible to set a **Requirement Group**, that no student can meet the requirements for, as a way to hold back seats for later use. Scenario example: You have a graduate class in which you know that the instructor will request for you to enroll a number of undergraduates once classes start in the next term. Use Requirement Group #000055, Enrollment Permission Only, to save seats for later use.

Again, you will need to add another **Reserve Capacity Sequence** to add a new **Requirement Group**.

20. Click the **+** button at the **Reserve Capacity Sequence** level, to add a third sequence for this example.

21. As before, select a **Start Date**, use the look up icon (**🔍**) to select your third **Requirement Group** and enter the number of desired reserved seats in the **Cap Enrl** field.

22. Click **Save** to finish.

**Support:**

For questions or assistance, please contact Campus Shared Services IT:

- Call **510-664-9000** (press **option 6**)
- Email: **sishelp@berkeley.edu**
- Submit a ticket: **https://shared-services-help.berkeley.edu/new_ticket/it**

For additional SIS resources, please visit:

- **http://sis.berkeley.edu/training**