



For Department Chairs/Support Staff

Reserve Capacity/Seat Holds

Reserve Capacity (Seat Holds)

All Requirement Groups that should be applied as a seat hold begin with the description designation of "SH". If you need a new Requirement Group created, contact the Scheduling Office. You can define any number of reserve capacity groups for a class. When a student enrollment request is processed, the system automatically searches through the reserve capacities in sequential order and places the student in the first group with an available spot for which the student qualifies based on the reserve capacity group rules. You can only put Reserve Cap's on the Enrollment section. Reserve caps can be set up to expire in the future.

They do not appear in the online schedule of classes.

1. Navigate to:
Curriculum Management > Schedule of Classes > Maintain Schedule of Classes
2. Enter in the Term, Subject, and Catalog number of class you wish to modify
3. Select the tab: Reserve Cap
4. Reserve Capacity is controlled by Sequence #'s and by Start Dates.

Enter in a Start Date and the Requirement Group. Select Save.

Take a look at the example below. The class AFA 311 has 16 seats. In this example, all 16 seats are being reserved for Fine Arts majors. The Start Date of 03/31/2009 indicates that as of the first day of registration, the reserve capacity is in effect

The screenshot shows the PAWS system interface for editing a class. The "Reserve Cap" tab is selected and circled in red. The course details are as follows:

Course ID:	001518	Course Offering Nbr:	1
Academic Institution:	The College of New Jersey		
Term:	2008 Spring	Undergrad	
Subject Area:	AFA	Art - Fine Arts (AFA)	
Catalog Nbr:	311	ADVANCED PAINTING	

Below the course details, the "Class Sections" section shows:

Session:	1	Regular Academic Session	Class Nbr:	42992
Class Section:	01	Component: Lecture/Studio	Event ID:	000024775

The "Reserve Capacity" section shows:

*Reserve Capacity Sequence:	<input type="text" value="1"/>	Enrollment Total:	<input type="text" value="0"/>
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Below this is the "Reserve Capacity Requirement Group" section:

*Start Date	*Requirement Group	Cap Enrl
<input type="text" value="03/31/2009"/>	<input type="text" value="001261"/> SH MAJ: Fine Arts	<input type="text" value="16"/>

At the bottom of the interface, there are buttons for "Save", "Return to Search", "Previous in List", "Next in List", and "Notify".


1.2 Adjusting the enrollment cap for one requirement group

Using the example above, let's say it is the second week of registration and you are concerned because only 5 Fine Arts majors have enrolled into the class. You would now like to lower the cap for the Fine Arts major from 16 to 12. This will allow 4 non Fine Arts students to enroll.

The screenshot shows a web application interface for managing course reserve capacity. The main section is titled 'Reserve Capacity' and contains a table with the following data:

*Start Date	*Requirement Group	Cap Enrl
03/31/2009	001261 SH MAJ: Fine Arts	16
04/07/2008	001261 SH MAJ: Fine Arts	12

The row for '04/07/2008' is circled in red, indicating the focus of the adjustment.

1. Add a new row at the requirement group level by selecting the 
2. Enter in a new **Start Date** and the **Requirement Group**. The Start Date is the date the enforcement of the Reserve Cap is to begin.
3. Change the **Cap Enrl**. The Cap Enrl is the maximum number of students that can be enrolled for a particular class section. This number cannot exceed the total enrollment capacity for a particular class section.

Remember the Total Class Capacity = 16

From 3/31/2009 – 04/06/2009:

All 16 seats were held for Fine Arts majors

- 5 Fine Arts majors enrolled

11 seats left

From 04/07/2009 - onward:

The possibilities for the 11 remaining seats are....

<u>Fine Art Student</u>	<u>Non Fine Art Student</u>
11	0
10	1
9	2
8	3
7	4