Enrollment Capacity: Updating Sections of a Class

This training manual documents the process by which one increases, decreases, or closes a class or sections of a class.

If you have questions please email the AIS Help Desk (ais-help@ucsc.edu).
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MODULE 1: UPDATING SECTIONS OF A CLASS

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Module 1: Updating Sections of a Class

**Objectives:**
- Navigating to Update Sections of a Class
- Increasing Enrollments
- Decreasing or Stopping Enrollments

<table>
<thead>
<tr>
<th>Lesson 1: Navigating to Update Sections of a Class</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login to <a href="http://my.ucsc.edu">http://my.ucsc.edu</a> with your User ID and Password.</td>
<td></td>
</tr>
</tbody>
</table>
| 1. From MyUCSC.  
   *One-Click Curriculum > Class Sections.* |        |
| 2. From AIS.  
   *Curriculum Management > Schedule Classes > Update Sections of a Class.* |        |
| 3. Indicate Search Criteria.  
   *Academic Institution = UCSCM.*  
   *Term = specify quarter, e.g., 2088.*  
   *Subject = specify subject, e.g., CHEM.*  
   *Catalog Nbr = specify number or leave blank to see all for a single subject.* |        |
Update Sections of a Class

Find an Existing Value

Enter any information you have and click Search. Leave fields blank for a list of all values.

Academic Institution: UCSCM
Term: 2008 Fall Quarter
Subject Area: CHEM
Catalog Nbr: 1
Academic Career: Undergrad
Campus: MAIN
Description: General Chemistry
Course ID: 017945
Course Offering Nbr: 1

Search Results

1-43 of 43

Search
Clear
Basic Search
Save Search Criteria

Update Sections of a Class search results.

4. Select Course from the Search Results.

Update Sections of a Class

Course ID: 017945
Academic Institution: UC Santa Cruz
Term: 2008 Fall Quarter
Subject Area: Chemistry and Biochemistry
Catalog Nbr: 1

Update Sections of a Class – Class Status

<table>
<thead>
<tr>
<th>Section</th>
<th>Class Status</th>
<th>Enroll Status</th>
<th>Add Date</th>
<th>Drop Date</th>
<th>Reenroll Date</th>
<th>Add Cap</th>
<th>Drop Cap</th>
<th>Reenroll Cap</th>
<th>Match</th>
<th>Fail</th>
<th>Closed</th>
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<tr>
<td>Regular</td>
<td>Open</td>
<td>Open</td>
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<td>F</td>
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</table>

Update Sections of a Class – Class Status
5. Navigate to Class Enrollment Limits.

Update Sections of a Class

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>017955</th>
<th>Course Offering Nbr:</th>
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</thead>
<tbody>
<tr>
<td>Academic Institution:</td>
<td>UC Santa Cruz</td>
<td>Undergrad</td>
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<tr>
<td>Term:</td>
<td>2020 Fall Quarter</td>
<td>Chemistry and Biochemistry</td>
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</tr>
<tr>
<td>Subject Area:</td>
<td>CHEM</td>
<td>Gen Chem Lab</td>
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</tr>
<tr>
<td>Catalog Nbr:</td>
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</table>

Lesson 2: Increasing Enrollments

1. To increase enrollment capacity, enter a larger number in the Enrollment Capacity “Enrl Cap” field. Actual enrollment totals are in the Enrollment Total “Enrl Tot” field. Do not exceed the size of the assigned classroom. Do not enter any data in any other fields. If the class has required secondary sections, make sure the secondary sections (listed beneath the class) can accommodate the new lecture size. When you increase the size of a class, take into consideration any issued but unused permission numbers.
2. Cross-Listed Classes and Classes Taught in Conjunction

Departments may reduce Enrollment Capacity; however, Scheduling will need to increase capacity because this requires setting total enrollment in a different field.

Question and Answer Session

Lesson 3: Decreasing or Stopping Enrollments

1. To decrease enrollment capacity for a class, enter a lower number than current enrollment capacity. To close a class to further enrollment, enter a zero in enrollment capacity. Setting the Enrollment Capacity to zero will not allow any more enrollments and if a student drops, no seat will become available. Permission numbers will override courses in a "Closed" status; however, permission numbers will not override closed sections.
2. Cross-Listed Classes and Classes Taught in Conjunction Departments may reduce Enrollment Capacity.

? Question and Answer Session