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

Objectives:

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

Lesson 1: Navigating to Update Sections of a Class

Login to http://my.ucsc.edu with your User ID and Password.

1. Click the Advising and Curriculum tile, and then choose: 
   Curricula > Class Sections, OR

   From the NavBar, click the Navigator button and then choose:
   Curriculum Management > Schedule of Classes > Update Sections of a Class.

2. 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.

Notes:
Update Sections of a Class search results.

4. Select Course from the Search Results.

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

### 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.

### Question and Answer Session

Update Sections of a Class – Class Enrollment Limits

**Notes:**
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 coursework 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**

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