

## Reserve Capacity

Each Term active classes are “rolled over” from the previous year in PeopleSoft (Fall 2014 will be rolled into Fall 2015). Department Schedulers are notified when they can begin making changes to the schedule for the new Term.

The information that defaults on the scheduling pages defaults from the Course Catalog. A course must be in the Course Catalog before you can schedule it.

The first step is to print an **MS Review** (Master Schedule Review) report to get a clear sense of what courses and what sections have been “rolled over” from the previous year.

Then, using the MS Review report as a guide, Department Schedulers update the **Schedule of Classes** to reflect any changes for the new Term. Perhaps, you need to add reserved seats for certain student groups.

### **Navigation:**

**Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes**

**Maintain Schedule of Classes**  
Enter any information you have and click Search. Leave fields blank for a list of

**Find an Existing Value**

Academic Institution: = [v] USBNY [m]  
Term: = [v] 1084 [m]  
Subject Area: = [v] EGL [m]  
Catalog Nbr: begins with [v] 191 [m]  
Academic Career: = [v] [m]  
Campus: begins with [v] [m]  
Description: begins with [v] [m]  
Course ID: begins with [v] [m]  
Course Offering Nbr: = [v] [m]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Enter the **Term**

Enter the **Subject Area**



Enter the **Catalog Nbr**

Click **Search**

If a course was not offered or was inactive in the Term that was “rolled over,” it will not be in the new Term. This course will have to be added as a “New Course” for this Term. This is done in the **Schedule New Course** component:

**Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course**

**RESERVE CAPACITY** allows you to reserve seats in the class for particular groups or classes of students. Typically you'll want to reserve seats for students in your major, or seniors, or seniors in your major.

1. Click the  and  buttons to navigate to the section of the course you want to update



Basic Data | Meetings | Enrollment Cntrl | **Reserve Cap** | Notes | LMS Data

Course ID: 201035      Course Offering Nbr: 1  
 Academic Institution: SUNY at Stony Brook  
 Term: Fall 2008      Undergrad  
 Subject Area: EGL      English  
 Catalog Nbr: 191      Introduction to Poetry

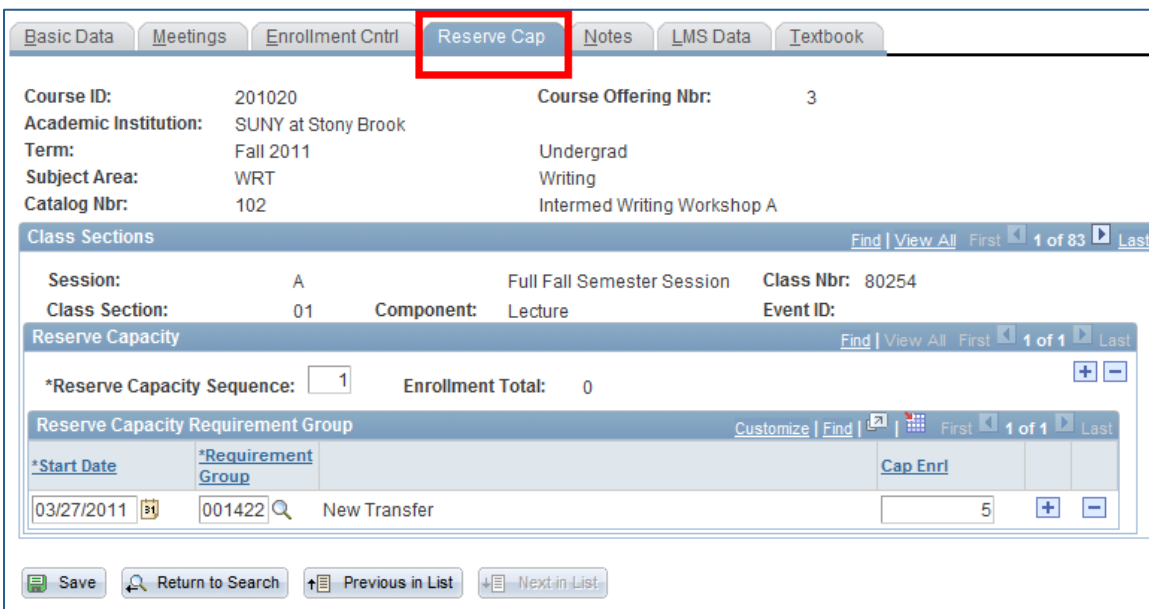
**Auto Create Component**

Class Sections: Find | View All | First 1 of 3 Last

*Session:	A	Full Fall Semester Session	Class Nbr:	81640
*Class Section:	01		*Start/End Date:	09/02/2008   12/23/2008
*Component:	LEC	Lecture	Event ID:	
*Class Type:	Enrollment			
*Associated Class:	1			
*Campus:	WEST	WEST		

**Add Fee**

2. Click the **Reserve Cap** tab.



Basic Data | Meetings | Enrollment Cntrl | **Reserve Cap** | Notes | LMS Data | Textbook

Course ID: 201020      Course Offering Nbr: 3  
 Academic Institution: SUNY at Stony Brook  
 Term: Fall 2011      Undergrad  
 Subject Area: WRT      Writing  
 Catalog Nbr: 102      Intermed Writing Workshop A

Class Sections: Find | View All | First 1 of 83 Last

Session:	A	Full Fall Semester Session	Class Nbr:	80254
Class Section:	01	Component: Lecture	Event ID:	

**Reserve Capacity**: Find | View All | First 1 of 1 Last

\*Reserve Capacity Sequence: 1      Enrollment Total: 0

**Reserve Capacity Requirement Group**: Customize | Find | First 1 of 1 Last

*Start Date	*Requirement Group	Cap Enrl
03/27/2011	001422 New Transfer	5

Save | Return to Search | Previous in List | Next in List

### Reserve Capacity Sequence

A Reserve Capacity Sequence number is assigned to each Requirement Group that you add for this class. Reserve Capacity Sequence #1 has priority over Reserve Capacity Sequence #2. If a student meets more than one requirement, he/she will be placed in the class based on the highest priority group.

### Enrollment Total

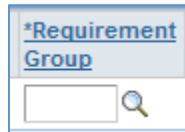
This number tells you how many students are currently in each reserve capacity sequence.


## Start Date

The Start Date will automatically be set for the beginning of advance registration for the Term. This date is very important! Only change it to activate or inactivate a reserve group on a specific date other than the beginning of advance registration.

## Requirement Group

Requirement Groups have been set up in PeopleSoft and are identified by a Requirement Group number. Think of this as the requirements needed in order to fill this group of seats.



Click  to search the list of Requirement Groups.

Academic Group	Subject Area	Catalog Nbr	Requirement Group	Description
(blank)	ESE	MA	000106	ESE major/minor
(blank)	ESE	PQ	002129	pg ESE 357/358
(blank)	ESE	GRMAJ	001617	graduate ESE majors

You can search the list by entering an **Academic Group**, **Subject Area**, or **Description**.

### Examples of Requirement Groups:

**U1** = Freshmen

**U2** = Sophomores

**U3** = Juniors

**U4** = Seniors

**New Transfer** = Transfer students

**AFS MAJOR/MINOR** will allow you to reserve seats for students majoring or minoring in Africana Studies.

**AFS MAJOR** will allow you to reserve seats only for students majoring in Africana Studies.


**AFS MINOR** will allow you reserve seats only for students minoring in Africana Studies.

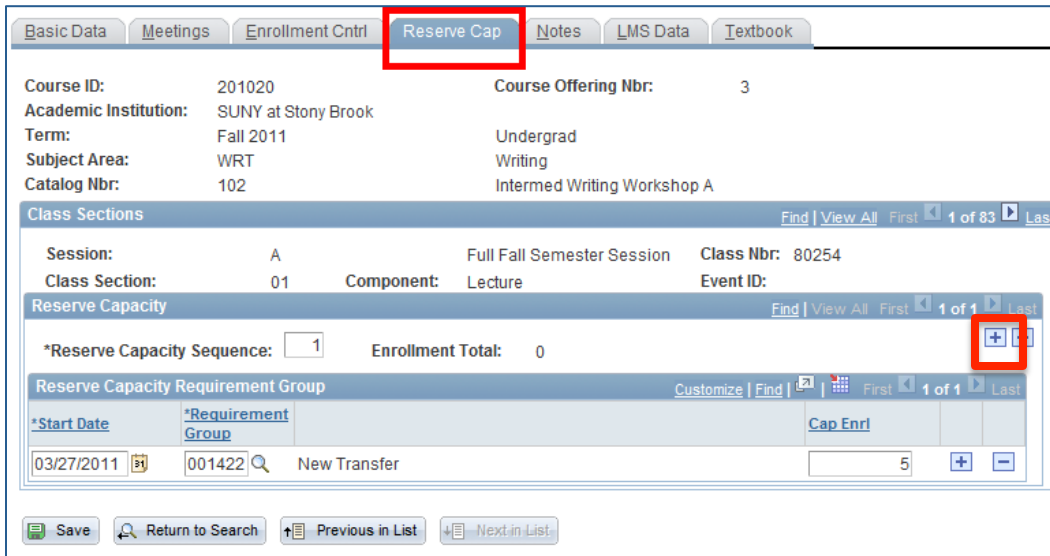
**AFS U4 MAJOR** will allow you reserve seats only for seniors majoring in Africana Studies

## Cap Enrl


Enter the number of seats you want to reserve for this group of students.

**You can have more than one Requirement Group for a class:**


3. Click  to add more than one Reserve Capacity Sequence




**4. To add a Requirement Group:**

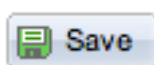
- Click in the **Reserve Capacity Sequence** field and click  to the right of this field.
- A new sequence number will be assigned to each group that you add in order of priority.
- Select the **Requirement Group** and **Cap Enrl**.

**5. To delete a group:**

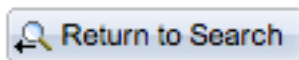
- Scroll to the correct **Reserve Capacity Sequence** number by clicking the Next/Previous row buttons
- Click  to the right of the **Reserve Capacity Sequence** field.

**6. If you want to make a certain group Inactive after a certain date:**

- Scroll to the correct **Reserve Capacity Sequence** number by clicking the Next/Previous row buttons
- Click in the **Start Date** field
- Click  to the right of the **Start Date** field
- Enter the date that you want this group to be inactivated in the **Start Date** field
- Select the same **Requirement Group**
- Enter **0** for the **Cap Enrl**



Click the **Save** button to save your changes.



To remain in this component and search for another course to update, click the **Return to Search** button