Increase/Decrease the Enrollment 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, in order to meet demand, you have to increase the enrollment capacity to allow more students to register for this class.

Navigation:

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

Enter the **Term**

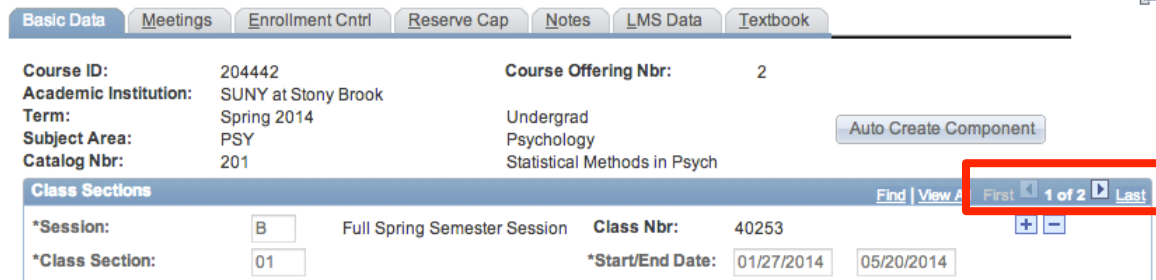Enter the **Subject Area**

Enter the **Catalog Nbr**

Click **Search**

If a course was not offered 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, which is done in the **Schedule New Course** component:

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

Increase/Decrease Enrollment Capacity

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

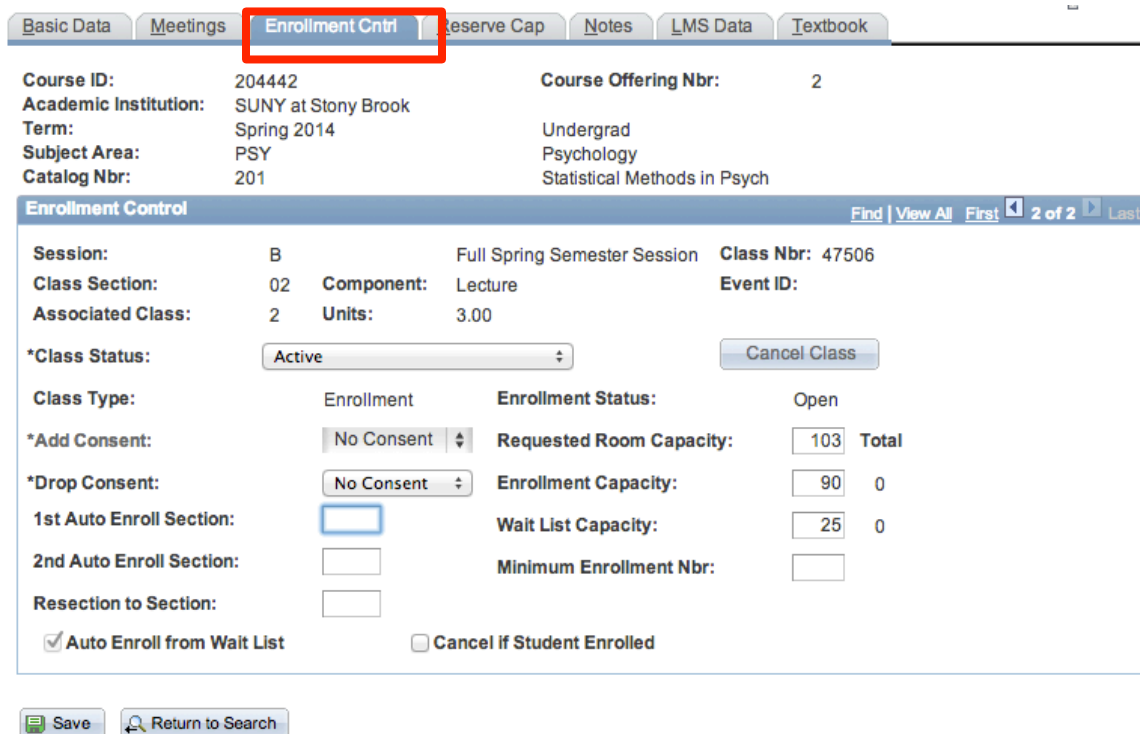| Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | LMS Data | Textbook |

Course ID: 204442
Academic Institution: SUNY at Stony Brook
Term: Spring 2014
Subject Area: PSY
Catalog Nbr: 201

Course Offering Nbr: 2

Undergrad
Psychology
Statistical Methods in Psych

[Auto Create Component]

Class Sections   Find | View A   First ◀ 1 of 2 ▶ Last

*Session: B   Full Spring Semester Session   **Class Nbr:** 40253   [+] [−]
*Class Section: 01   ***Start/End Date:** 01/27/2014   05/20/2014

2. Click the **Enrollment Cntrl** tab.

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

Course ID: 204442
Academic Institution: SUNY at Stony Brook
Term: Spring 2014
Subject Area: PSY
Catalog Nbr: 201

Course Offering Nbr: 2

Undergrad
Psychology
Statistical Methods in Psych

Enrollment Control   Find | View All   First ◀ 2 of 2 ▶ Last

Session: B   Full Spring Semester Session   **Class Nbr:** 47506
Class Section: 02   **Component:** Lecture   **Event ID:**
Associated Class: 2   **Units:** 3.00

*Class Status: [Active ▾]   [Cancel Class]

Class Type: Enrollment   **Enrollment Status:** Open

*Add Consent: [No Consent ▾]   **Requested Room Capacity:** [103] Total
*Drop Consent: [No Consent ▾]   **Enrollment Capacity:** [90] 0
1st Auto Enroll Section: [ ]   **Wait List Capacity:** [25] 0
2nd Auto Enroll Section: [ ]   **Minimum Enrollment Nbr:** [ ]
Resection to Section: [ ]
☑ Auto Enroll from Wait List   ☐ Cancel if Student Enrolled

[Save] [Return to Search]

|	
Requested Room Capacity	Don't change this number.
Enrollment Capacity	Enter the maximum number of students allowed to register for this class.
	For multi-component classes with auto-enroll, make sure that the enrollment capacity for the Lecture equals the total enrollment capacity of all of the associated "enrollment" sections (Recitations or Labs).
	For combined courses, this number should equal the total number of students allowed to enroll in both classes combined.
Waitlist Capacity	This number should be approximately 30% of the enrollment capacity.
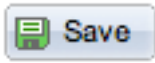
Save You should **save** after each section that you update. To update another section go click the **Next Row** button next to Class Section.
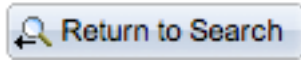
Return to Search To remain in this component and search for another course, click the **Return to Search** button.