



JOB AID

Schedule of Classes: Enrollment Control

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Schedule of Classes: Enrollment Control

Enrollment Control

Search for Class

Navigation: Navigator > Curriculum Management > Schedule of Classes > Schedule New Course

Admin Home Schedule New Course

Schedule New Course

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

Find an Existing Value

Search Criteria

*Academic Institution: MSU55

*Term: 2208

*Subject Area: WRA

Catalog Nbr: begins with 101

Academic Career: Undergraduate

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
MSU55	2208	WRA	101	Undergrad	(blank)	Writing as Inquiry	125835	1

1. Enter the following Search Criteria:

- **Academic Institution:** MSU55
- **Term:** Type in the 4-digit term. Notice when you enter the first few characters, the list will begin to populate. Select a term from the list.
- **Subject Area:** Enter if known or click the look-up button and select from the list.
- **Catalog Number:** Enter the course number.

2. Click the **Search** button. Select the course from the Search Results list.

The **Schedule New Course** page will open with the **Basic Data tab** showing.

3. Click the **Enrollment Control** tab.



Enrollment Capacity

4. **Class Status:** Will default to *Active*. The class will only display in the class search when the status is *Active*.

The following status values are available:

- a. **Active:** Section available for enrollment and appears in class search.
 - b. **Cancelled Section:** Cancelling a section will drop all students from the class. Once a class is cancelled, it will not appear in class search.
 - c. **Stop Further Enrollment:** Class remains active but prevents further enrollment. The class is not visible in class search.
 - d. **Tentative Section:** Does not display in class search; does not allow enrollment.
5. **Add Consent/Drop Consent:** The default value is **No Special Consent Required**. Students will be able to enroll or drop the class without departmental or instructor consent. The other options for this field are:
- a. **Department Consent Required:** Student will not be able to enroll or drop the class without permission from the department.
 - b. **Instructor Consent Required:** The student will not be able to enroll or drop in the class without permission from the instructor.
6. **1st Auto Enroll Section:** Leave blank.



Used with multiple component courses. If students enroll in one component of a class (e.g., a lecture), this feature can be used to automatically enroll them in another section of the same class (e.g., a lab).

7. **2nd Auto Enroll Section:** Leave blank.

Used with multiple component courses. If students enroll in one component of a class (e.g., a lecture), this feature can be used to automatically enroll them in another section of the same class (e.g., a lab *and* a discussion). We are not using, therefore, this will not be editable.

8. **Resection to Section:**

You can use this feature to move students to a different section of the class when the original section is filling up.

Note: When designating a section to handle overflow registrations, the section should meet at the same time as the original section, or the student could receive conflicting messages when being re-sectioned

9. **Auto Enroll from Wait List:** MSU will use the wait list function for all classes. This box will default to be checked.

10. **Cancel if Student Enrolled:** If you wish to cancel a class and students are enrolled, you need to check this box before cancelling the class.

11. **Enrollment Status:** Will update automatically based on the enrollment total compared to the **Enrollment Capacity**. Options are **Open** or **Closed**.

12. **Requested Room Capacity:** Enter the desired room size.

Note: This is informational only; the system will not enforce this field for enrollment. An audit query will be created to check enrollment against the room capacity.

13. **Enrollment Capacity:** Enter the capacity limit for the class.

Note: The system will enforce this limit when students enroll in classes.

The enrollment capacity should not exceed the requested room capacity. There will be custom features to enforce the relationship between enrollment capacity and requested room capacity.

14. **Wait List Capacity:** The wait list capacity will be set to 9999. The wait list function will automatically enroll students on the wait list in numerical order as space becomes available (students from the enrolled section drop themselves) through the add period for each semester.

15. **Minimum Enrollment Nbr:** Informational only; enter the minimum number of students to be enrolled in the class.