Academic Information Systems

Enrollment Capacity: Updating Sections of a Class

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AIS ACADEMIC INFORMATION SYSTEMS

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).

Table of Contents

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	Notes:
Login to http://my.ucsc.edu with your User ID and Password. 1. Click the Advising and Curriculum tile, and then choose: *Curriculum > 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.*	

Update Sections of a Class

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

Find an Existing Value

Academic Institution: = UCSCM

Term: = 2088

Subject Area: = CHEM

Catalog Nbr: begins with

Academic Career: =

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 ◄ 1-43 of 43 ► Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UCSCM	2088	CHEM	1A	Undergrad	MAIN	General Chemistry	017945	1
UCSCM	2088	CHEM	1C	Undergrad	MAIN	General Chemistry	017952	1
UCSCM	2088	CHEM	1N	Undergrad	MAIN	Gen Chem Lab	017958	1
UCSCM	2088	CHEM	1P	Undergrad	MAIN	Chem Essentials	106050	1
UCSCM	2088	CHEM	99	Undergrad	MAIN	Tutorial	018007	1
UCSCM	2088	CHEM	99F	Undergrad	MAIN	Tutorial	018008	1
UCSCM	2088	CHEM	108A	Undergrad	MAIN	Organic Chemistry	018012	1
UCSCM	2088	CHEM	108L	Undergrad	MAIN	Organic Chem Lab	018014	1
UCSCM	2088	CHEM	112A	Undergrad	MAIN	Organic Chemistry	018016	1
UCSCM	2088	CHEM	112L	Undergrad	MAIN	Organic Chem Lab	018019	1
UCSCM	2088	CHEM	122	Undergrad	MAIN	Instrumental Analys	018024	1
UCSCM	2088	CHEM	143	Undergrad	MAIN	Org Chem Structure	018039	1
UCSCM	2088	CHEM	146A	Undergrad	MAIN	Adv Lab Organic	018040	1
UCSCM	2088	CHEM	163A	Undergrad	MAIN	Quantum Mech & Spec	018059	1
UCSCM	2088	CHEM	164A	Undergrad	MAIN	Data Analysis Lab	018064	1
UCSCM	2088	CHEM	180A	Undergrad	MAIN	Senior Research	018069	1
UCSCM	2088	CHEM	180B	Undergrad	MAIN	Senior Research	018070	1
UCSCM	2088	CHEM	180C	Undergrad	MAIN	Senior Research	018071	1
UCSCM	2088	CHEM	199	Undergrad	MAIN	Tutorial	018076	1
UCSCM	2088	CHEM	199F	Undergrad	MAIN	Tutorial	018078	1
UCSCM	2088	CHEM	200A	Graduate	MAIN	Adv Biophys Methods	018080	1
UCSCM	2088	CHEM	240A	Graduate	MAIN	Kinetics & Mechanic	018097	1
UCSCM	2088	CHEM	240E	Graduate	MAIN	Mod Synthetic Metho	018101	1
UCSCM	2088	CHEM	263	Graduate	MAIN	Quantum Mechanics	018127	1
UCSCM	2088	CHEM	269	Graduate	MAIN	Electrochemistry	101218	1
UCSCM	2088	CHEM	274	Graduate	MAIN	Prosem Synth/Polymr	101721	1
UCSCM	2088	CHEM	275	Graduate	MAIN	Bio Inorganic Chem	103061	1

Update Sections of a Class search results.

4. Select Course from the Search Results.

Update Sections of a Class

Course ID:	017958		Course Offering Nbr:	1
Academic Institution:	UC Santa Cruz			
Term:	2008 Fall Quarter		Undergrad	
Subject Area:	CHEM		Chemistry and Biochemistry	
Catalog Nbr:	1N		Gen Chem Lab	

Class Sections

Customize | Find | View All | 🖩 First ◄ 1-8 of 21 ► Last

Class Status | Class Enrollment Limits

Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Add Consent	*Drop Consent	Schd Print
Regular	01	23456	Laboratory	Open	E	A	1				N	N	✔
Regular	02	24384	Laboratory	Open	E	A	2				N	N	✔
Regular	03	24385	Laboratory	Open	E	A	3				N	N	✔
Regular	04	24386	Laboratory	Open	E	A	4				N	N	✔
Regular	05	24387	Laboratory	Open	E	A	5				N	N	✔
Regular	06	24388	Laboratory	Open	E	A	6				N	N	✔
Regular	07	24389	Laboratory	Open	E	A	7				N	N	✔
Regular	08	24390	Laboratory	Open	E	A	8				N	N	✔

[Save] [Return to Search] [Previous in List] [Next in List] [Notify]

Update Sections of a Class – Class Status

5. Navigate to Class Enrollment Limits.

Update Sections of a Class – Class Enrollment Limits

Question and Answer Session

Lesson 2: Increasing Enrollments

Notes:

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.

Update Sections of a Class

Course ID: 017958
Academic Institution: UC Santa Cruz
Term: 2008 Fall Quarter
Subject Area: CHEM
Catalog Nbr: 1N

Course Offering Nbr: 1
Undergrad
Chemistry and Biochemistry
Gen Chem Lab

Class Sections — Customize | Find | View All | First ◄ 1-8 of 21 ► Last

Class Status | Class Enrollment Limits

Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl
Regular	01	23456	Laboratory	18	17			
Regular	02	24384	Laboratory	18	2			
Regular	03	24385	Laboratory	18	1			
Regular	04	24386	Laboratory	18	8			
Regular	05	24387	Laboratory	18	1			
Regular	06	24388	Laboratory	18	1			
Regular	07	24389	Laboratory	18	2			
Regular	08	24390	Laboratory	18	1			

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

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

Notes:

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 coursed in a "Closed" status; however, permission numbers will not override closed sections.

Update Sections of a Class

Course ID:	017958	Course Offering Nbr:	1
Academic Institution:	UC Santa Cruz		
Term:	2008 Fall Quarter	Undergrad	
Subject Area:	CHEM	Chemistry and Biochemistry	
Catalog Nbr:	1N	Gen Chem Lab	

Class Sections   Customize | Find | View All | First ◀ 1-8 of 21 ▶ Last

Class Status / Class Enrollment Limits

Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl
Regular	01	23456	Laboratory	18	17			
Regular	02	24384	Laboratory	18	2			
Regular	03	24385	Laboratory	18	1			
Regular	04	24386	Laboratory	18	8			
Regular	05	24387	Laboratory	18	1			
Regular	06	24388	Laboratory	18	1			
Regular	07	24389	Laboratory	18	2			
Regular	08	24390	Laboratory	18	1			

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

2. Cross-Listed Classes and Classes Taught in Conjunction
   Departments may reduce Enrollment Capacity.

Question and Answer Session