Reviewing Reserve Capacities – How to Guide

Reserve capacities are used to hold a predetermined number of seats for a specific student population during the first and second round of enrollment appointments. Once open enrollment begins, seats are no longer reserved.

For Winter 2017 (2172), reserve capacities have been “rolled” in the Schedule of Classes from the previous “like” term. In other words, reserve capacity settings were copied from Winter 2162 *to* Winter 2172.

The academic scheduler for the department or college needs to review the copied reserve capacity settings and class notes during the planning phase for the new term. If there are any changes to the reserve capacity settings that need to be made, the academic scheduler requests those changes when submitting their special instructions for the term to the University Scheduling Office.

Using PolyData Dashboards to review reserve capacity:

Reserve capacity settings can be reviewed through the Schedule of Classes Dashboard

1. Go to Enrollment and Schedule Planning > Schedule of Classes
2. Select Schedule of Classes Prompt Information. In the following example, we are limiting information to the Winter Quarter 2017 term.

3. In the Schedule of Classes “Subject” drop down menu, select the subject prefix for which you are auditing data.

In this example: SOC
4. In the Classes with Reserved Seats “Subject” drop down menu (midway down page), select the prefix for which you are reviewing data. In this example: SOC

5. At bottom of this section, select the “Export” hyperlink to download to Excel.

6. Open your document in Excel. (Document may be in your downloads at the bottom left of the PolyData Dashboards window.)
Reserve capacity information for each section is viewed from left to right. If a class has multiple settings for reserve capacity, they can be viewed as you move from left to right on the page.

In order to get a clearer picture of the data, you may choose to do the following:

- Hide any rows that do not include reserve cap information.

- Format row headings. Change text orientation so you are able to see column headings in a more consolidated view.

Now that information is in a manageable view, go through and review information, section by section.
7. Review Res Cap1 Rqmt Group and any subsequent Res Cap numbers.

- Is the population you want to hold seats for accurate?
- Is the number of seats you want held accurate?

In this example:
ResCap1 holds 18 seats for Social Science Majors, effective 11/7/2016, the first day of registration.
ResCap2 releases all seats, effective 12/9/2016, which is the first day of open enrollment

If there are multiple populations you are holding seats for, you will review each ResCap#.
**Note there is only one ResCap# setting needed to “release” seats on the first day of open enrollment. This will be shown with a reserve capacity of ‘0’.

In the following example of CM 115-01:
There are 9 seats being held for CM Majors, effective 11/7/2016, the first day of registration.
There are 11 seats held for ARCE Majors, effective 11/7/2016, the first day of registration.
There are 0 (zero) seats reserved as of 12/9/2016, the first day of open enrollment.
You see only one major noted in the field that sets the CM seats to ‘0.’ Keep in mind that when using reserve capacities, if a row is used to set the number of seats being held for a student population to zero, it releases the seats being held through all rows of the reserve capacity.
- Review all notes for the section. Are they still accurate?

8. Relay any changes to reserve capacity information and notes to the University Scheduling Office when submitting your special instructions for the term during planning phase.