

Academic Scheduling Enrollment Controls

Enrollment Controls	What	Who	When
Reserve Caps	<p>Time sensitive restrictions that are set up on the class level. They start and expire at specific times.</p> <p>Restrictions are only on the class section level and must work in tandem with course level restrictions. Course level restrictions trump the section level restrictions.</p>	<p>Added and altered only by academic scheduling via request form.</p> <p>Requests are provided by the dean to academic scheduling via email.</p>	<p>Typically due (or put in place) after the review phase in CLSS, but by the time continuing student registration opens. Changes are strongly discouraged after submission because it is very hard to make changes after they are put in place.</p>
Waitlist Resequencing	<p>Does not apply restrictions, but repositions students on the waitlist based on criteria set by the department. ex: Plan code, level</p>	<p>Academic scheduling rolls from like term, when possible, then set up by department schedulers in Campus Solutions using the Waitlist Resequencing Instructions.</p> <p>*Academic scheduling does not adjust waitlists or their associated codes*</p>	<p>Anytime. However, waitlist processing is suspended during freshmen enrollment windows in the summer for everyone so WLR will not work, and undergrad students cannot be added to the waitlist (grad students can be added to the waitlist at this time but will not be repositioned).</p>
Save Seats	<p>Typically used for classes that are expecting a large number of freshmen enrollment.</p> <p>Save Seats holds out seats during continuing student registration so they will be available for freshman enrollment. They are repopulated in late May and could be used in tandem with Reserve Caps.</p>	<p>Requests are provided by the dean to academic scheduling via email.</p>	<p>Deadline in late March and is used only for fall semester when freshmen enrollment happens over summer.</p>

<p style="text-align: center;">Department Consent</p>	<p>If the department wants to control enrollment. (Ex: A class is close to being full but the dept knows some students that may need to take the class.)</p> <p>Put on a class if a department doesn't want the students to add or drop themselves and instead the department would do this on the student's behalf. This is not to be used with other enrollment controls as students are not enrolling themselves.</p>	<p>The department scheduler makes this change at the section level in CLSS.</p>	<p>Anytime using 800 section numbers which can be changed at a later time.</p> <p>The scheduler can change department consent at any time in CLSS without changing the section number.</p>
<p style="text-align: center;">Student Specific Permissions</p>	<p>Works best if the department knows what students they want to make exemptions for. The student ID numbers on the list can override restrictions or enrollment controls on the class.</p> <p>For more information, visit our Add or Drop Permissions page.</p>	<p>The department scheduler. Please note: This is not a function of academic scheduling.</p>	<p>Anytime between when a class is scheduled and the Add/Drop Deadline.</p>