



## Fall Registration Update ([Sally Page](#))

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## Batch Preregistration for New Freshmen

The batch preregistration for new freshmen for fall has been completed. RAPs and other special programs will begin making some adjustments to students' schedules this week.

## Drop/Add Access for Fall Semester

Users now have drop/add access again for fall. Note, however, that only advisors, RAPS, SASC, etc., have access to override a fall enrollment appointment during the summer (see screenshot below). This is so they can help new students with registration as needed. Please remember when enrolling students in fall undergraduate classes, you should only be doing this for incoming freshmen or transfers (or graduate student in a graduate class). *You should NOT be enrolling or making schedule changes for continuing undergrad or readmitted students during June and July, as the spaces currently available in classes are reserved for incoming students. And please do not submit special action forms to enroll continuing undergraduate students in undergraduate classes during June and July, as they will not be processed.*

In addition, students are NOT able to waitlist for any undergraduate classes through Aug. 7 and again Aug. 15–18, so advisors and others (including those in the registrar's office) are not able to waitlist a student either (again, undergraduate classes only).

Quick Enrollment

Request ID: 0000000000    Sally Z9ZSRBLD01    ID: 100567993  
Career: UGRD    Institution: CUBLD    Term: Fall

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides	Requisites
		Appointment	Time Conflict	Action Dt	Career
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On the Quick Enroll page, when you want to process an add transaction for a new student who doesn't have a current enrollment appointment, you need to check the Appointment override box on the General Overrides tab.

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## Registration for Transfers and Summer-to-Fall Students

Just a reminder that these students will have access to fall registration again beginning July 5 (through Aug. 18). Their fall enrollment appointments have been updated to reflect this.

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## Registration for Continuing Students

Just a reminder that continuing undergraduate and graduate students as well as readmitted undergraduate students are not able to register or make any changes to their schedule until Aug. 8–12 (and they've been assigned an Aug. 8–12 enrollment appointment to reflect this). Also, between now and Aug. 8, we are not running any waitlist processing to enroll students into open spaces in classes above the waitlist.

New and readmitted graduate students, however, will continue to have access to fall registration through Aug. 18.

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## Reserve Capacities

We save seats in most A&S core classes, as well as a few Engineering classes, and then release a percentage of those seats prior to each new freshman enrollment period beginning July 5. You should NOT override a closed class even though there may be seats in the class, because they're being held for a future new freshman enrollment period.

We reserve seats using "reserve capacities" (**Curriculum Management > Schedule of Classes > Maintain Schedule of Classes**). Following are some screenshots of how this looks in Campus Solutions:

In the example below, on the **Enrollment Cntrl** tab, enrollment cap = 28 and total enrolled = 6. So there's 22 spaces in the class.

The screenshot shows the 'Enrollment Control' tab in Campus Solutions. The course details are as follows:

Course ID:	105786	Course Offering Nbr:	1
Academic Institution:	CU Boulder		
Term:	Fall 2016 UC Boulder	UGRD	
Subject Area:	ENGL	English	
Catalog Nbr:	1500	Masterpieces-British Lit	

Below the course details, the 'Enrollment Control' section is visible. It includes the following information:

Session:	B	Boulder Main Campus	Class Nbr:	23800
Class Section:	001	Component: Lecture	Event ID:	000160606
Associated Class:	1	Units: 3.00		
*Class Status:	Active			Cancel Class
Class Type:	Enrollment	Enrollment Status:	Open	
*Add Consent:	No Consent	Requested Room Capacity:	35	Total
*Drop Consent:	No Consent	Enrollment Capacity:	28	6
1st Auto Enroll Section:		Wait List Capacity:	999	0
2nd Auto Enroll Section:		Minimum Enrollment Nbr:		
Resection to Section:				
<input checked="" type="checkbox"/> Auto Enroll from Wait List		<input type="checkbox"/> Cancel if Student Enrolled		

On the **Reserve Cap** tab, 18 spaces are being held for future new freshman enrollment periods. So those registering during the next enrollment period would be able to enroll in the 4 spaces that are currently available (enrollment cap [28] less the number of students enrolled [6], less the reserve cap [18] = 4 spaces currently available for enrollment).

NOTE: For classes with multiple components (lecture with associated recitation or lab for example), reserve capacities can only be entered on the lecture section (or the graded section) of the class.

Following is an example of what a student sees in class search. NOTE: When the number of reserved spaces (those saved for a future orientation session) is equal to the number of available spaces (see section 002 in the class search screenshot below), then the status on the class will show as **Closed** in class search. Also, since the reserve capacity can only be set on the lecture section (or graded section) of a multiple-component class, recitations and labs may show with a status of **Open**, but the lecture shows with a status of **Closed** in class search.

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
23800	001-LEC	MoWeFr 11:00AM - 11:50AM	DUAN G131	Tiffany Rexroth	08/22/2016 - 12/09/2016	Closed
23801	002-LEC	MoWeFr 1:00PM - 1:50PM	ECON 13	Tiffany Rexroth	08/22/2016 - 12/09/2016	Open

  

Units	Enrollment Restriction	Consent Required	Available Seats	Wait List Total	Seats Reserved For Future new stdnt enroll dates
3	N	N	22	NA	18
3	N	N	13	NA	13

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