

## Fall Registration Update (Sally Page)

- Batch Preregistration for New Freshmen
- Drop/Add Access for Fall Semester
- Registration for Transfers and Summer-to-Fall Students
- Registration for Continuing Students
- Reserve Capacities

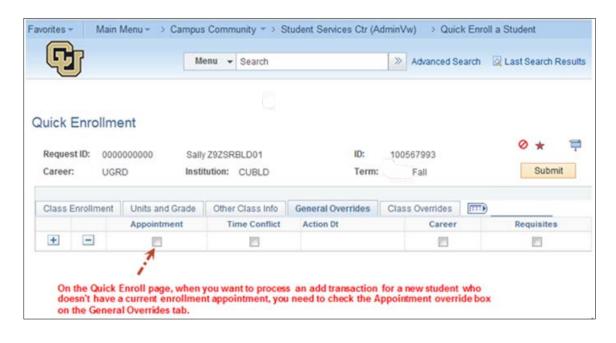
#### **Batch Preregistration for New Freshmen**

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).



### 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.

### **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.

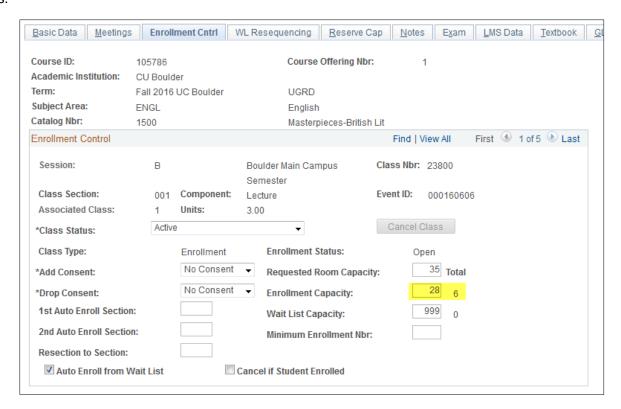
New and readmitted graduate students, however, will continue to have access to fall registration through Aug. 18.

# **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.

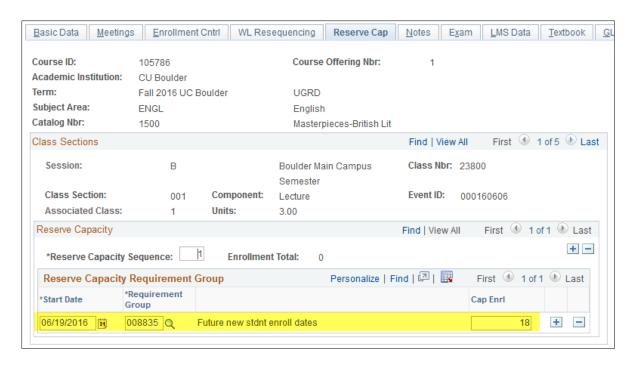
We reserve seats using "reserve capacities" (Curriculum Management > Schedule of Classes > Maintain Schedule of Classes). Following are some screenshots of how this looks in Campus Solutions:

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



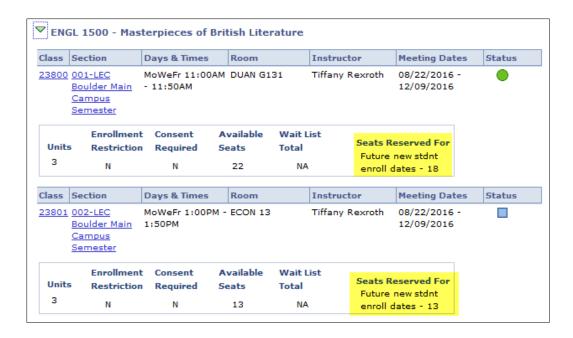
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On the **Reserve Cap** tab, 18 spaces are being held for future new freshman enrollment periods. So those registering during the next enrollment period would be able to enroll in the 4 spaces that are currently available (enrollment cap [28] less the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



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