

# 9.2 Creating a Reserve Capacity Enrollment Requirement

**Purpose:** Use this document as a reference for creating a reserve capacity enrollment requirement in ctcLink.

**Audience:** Registration staff.

❗ You must have at least one of these local college managed security roles:

- ZD SACR Student Grp Config
- ZZ SACR Student Grp Config

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Reserve capacities are used to hold a specified number of seats in a class section in the class schedule. Colleges can use an enrollment requirement to identify the students that are allowed to enroll in the reserved seats.

## Creating a Reserve Capacity Enrollment Requirement

### Set Up and Assign Student Group(s)

The first step is to set up a Student Group that will be assigned to students that meet the requirement for the reserved class seats if the college is not using an existing student group.

**Navigation:** NavBar > Navigator > Set Up SACR > Common Definitions > Student Group Table

1. Use the [Setting Up Student Groups QRG](#) to set-up a new Student Group if needed.

**Student Group Table**

Academic Institution WA140 Clark College

Student Group RCHS

Find | View All First 1 of 1 Last

\*Effective Date 01/01/1901 \*Status Active

\*Description College in the HS

\*Short Description CHS

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

! You must have at least one of these local college managed security roles:

- ZD Local Security Admin
- ZZ Local SACR Security Admin

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

**Navigation: NavBar > Navigator > Set Up SACR > Security > Secure Student Administration > User ID > Student Group Security**

- Student Groups are controlled by security. Users must be given security to see specific Student Groups. Use the [Student Group Security QRG](#) for assigning Student Group security.
  - Enter the **User ID**.
  - Enter an **Academic Institution**.
  - Select the **Search** button.
  - Input **Student Groups** the user should have access to.
  - If the user already has existing student groups, select the **Add a New Row [+]** icon on the right to add a new row.
  - Use the Lookup Glass to find the desired **Student Group** in the left column.
  - Select the **Save** button.

## Student Group Security

User ID CTC\_BRAMIREZ

Name Kandinsky,Wasily

Institution WA171

Spokane CC

Security Settings		Personalize	Find	View 100	First	2-11 of 174	Last
*Student Group	Description	Inquiry Indicator	Update Indicator				
AAAM	Admitted Aviation Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
AAAR	Admitted Architectural Tech	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
AAAT	Admitted Automotive Technology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
AABK	Admitted Prof Baking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
AABM	Admitted Bio Medical Equip Tch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
AABT	Admitted Business Technology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
AACA	Admitted Culinary Arts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
AACC	Admitted Machinist CNC Cert	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
AACD	Admitted Computer Aided Dsgn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				

[Save](#) [Return to Search](#) [Notify](#)

3. Assign Student Groups to individual students or in Batch.

- [Batch Assign Student Groups QRG](#)
- [Individually Assign a Student Group QRG](#)

4. Follow [9.2 Defining Student Groups for Requisites QRG](#) so that you can use the student group in an enrollment requirement.

## Create Enrollment Requirement Group

**!** You must have at least one of these local college managed security roles:

- ZC CM Enrollment
- ZD CM Enrollment
- ZZ CM Local Configuration

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

**Navigation: NavBar > Navigator > Curriculum Management > Enrollment Requirements > Enrollment Requirement Groups**

1. Create an enrollment requirement group with a condition for the defined student group.

2. Additional details on creating enrollment requirement groups can be found using the [Creating Enrollment Requirement Groups QRG](#).

a. Student Group vs. Student Groups--

- Student Group (singular) includes the students in the student group
- Student Groups (plural) excludes the students in the student group

The screenshot shows the 'Enrollment Requirement Groups' interface. At the top, there are tabs for 'Course Requisite', 'Requisite Parameters', 'Requisite Detail', and 'Requisite Detail Parameters'. The 'Requisite Detail' tab is active. Below the tabs, there is a search bar and navigation controls. The main content area displays the following information:

- Requirement Group: 003691
- Description: Reserve Capacity FAFB
- Effective Date: 01/03/1901
- Status: Inactive

Below this, there is a 'Group Line Type' section with a search bar and navigation controls. The 'Group Line Type' section contains the following fields:

- \*Line: 0010
- \*Group Line Type: Condition
- Report Description: Reserve Capacity FAFB
- Report Long Description: Reserve Capacity FAFB
- Academic Institution: Spokane Falls CC
- Condition Code: Student Group
- Condition Operator: Equal
- Condition Data: RFAB

There are two red arrows pointing to the 'Condition Code' and 'Condition Data' fields. The first arrow points to 'Student Group' with the text 'To include the students, ensure that Student Group is selected and not Student Groups'. The second arrow points to 'RFAB' with the text 'Identify the condition defined in the previous step'. At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. Below the buttons, there is a breadcrumb trail: 'Course Requisite | Requisite Parameters | Requisite Detail | Requisite Detail Parameters'.

## Add Requirement Group to the Reserve Cap on the Class Schedule

**!** You must have at least one of these local college managed security roles:

- ZC CM Class Builder
- ZD CM Class Attributes
- ZD CM Class Builder
- ZD FWL View Cnt Calc
- ZZ CM Class Attributes
- ZZ CM Class Text Book
- ZZ CM Local Configuration
- ZZ FWL Contract Calc

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

## Navigation: NavBar > Navigator > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

1. Add the enrollment requirement group number in the class schedule to reserve capacity.
2. Additional details on addition requirement groups for reserve capacity can be found using the [Reserve Capacity - Class Building QRG](#).

Course ID 017436 Course Offering Nbr 1  
Academic Institution Spokane CC  
Term FALL 2018 Academic Psychology &  
Subject Area PSYC& Abnormal Psychology [CCN]  
Catalog Nbr 220

**Class Sections** 1 of 1 | View All

Session 1 Regular Academic Session Class Nbr 1877  
Class Section 01 Component: Lecture Event ID 000037000  
Associated Class 1 Units 5.00

**Reserve Capacity** 1 of 1 | View All

\*Reserve Capacity Sequence 1 Enrollment Total 0

Define the number of seats to be reserved

Reserve Capacity Requirement Group

Enter the requirement group number from previous step

Start Date	Requirement Group	Cap Enrl
12/01/2019	004640	10
01/07/2020	004640	0

3. Process complete.