

9.2 Reserve Capacity - Class Building

Purpose: Use this document as a reference for how to use Reserve Capacity in ctcLink.

Audience: Class Builder

 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.

Using Reserve Capacity

Navigation: NavBar > Navigator > Curriculum Management > Schedule of Classes > Schedule New Course

OR

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

 You may add Reserve Capacity while scheduling a new class or add Reserve Capacity to an existing class. Reserve Capacity will allow you to reserve seats in the class for particular groups of students.

1. Navigate to the **Reserve Cap** tab.
2. Enter the **Start Date** (day **the Reserve Capacity goes into effect**), **The Requirement Group** and the number of enrollments being reserved.
3. You may add additional Reserve Capacity Groups by selecting the **Add (+)** button.

Maintain Schedule of Classes

Course ID 142322 Course Offering Nbr 1
 Academic Institution Bellevue College
 Term FALL 2022 Undergrad
 Subject Area ENGL& English (CCN)
 Catalog Nbr 101 English Composition I

Class Sections 22 of 62 View All

Session 1 Regular Academic Session Class Nbr 21539
 Class Section HYJ Component: Lecture Event ID 000160613
 Associated Class 42 Units 5.00

Reserve Capacity 1 of 1 View All

*Reserve Capacity Sequence 1 Enrollment Total 0

Reserve Capacity Requirement Group 1-1 of 1

Start Date	Requirement Group	Cap Enrl
09/19/2022	013937 Puente Student Group	16

Save Return to Search Notify

! Reference the Requirement Group QRG (link below) if the Requirement Group is not in the look-up glass icon feature. There may be setup and/or effective dating work needed.

[Creating Enrollment Requirement Groups](#)

💡 Values for Requirement Groups are defined through the [Enrollment Requirement Group](#) component. Students who attempt to enroll in the class and who satisfy the reserve capacity requirement group that you specify can enroll in the class up to the Cap Enrl value, (as long as the enrollment does not exceed the total enrollment capacity that you specify on the Enrollment Control page).

- If you would like the Reserve Capacity to **expire**, add a row by selecting the **Add (+)** button.
- Enter the **Start Date** to expire the **Requirement Group** and enter 0 as the **Cap Enrl**. This step frees up the space for other students.
- Select **Save** and the Reserve Capacity has been established.

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Reserve Capacity 1 of 1 [View All](#)

*Reserve Capacity Sequence Enrollment Total 0 + -

Reserve Capacity Requirement Group

1-2 of 2

*Start Date	*Requirement Group	Cap Enrl		
09/19/2022	013937	Puente Student Group	<input type="text" value="16"/>	+ -
09/21/2022	013937		<input type="text" value="0"/>	+ -

Save Return to Search Notify

Reserve Capacity Sequence

A Reserve Capacity Sequence number is assigned to each Requirement Group that you add for a class. Reserve Capacity Sequence #1 has priority over Reserve Capacity Sequence #2.

If a student meets more than one requirement, they will be placed in the class based on the highest priority group. Each reserve capacity sequence uses only one requirement group--the one with the most current effective date.

1. In the **Reserve Capacity** panel, select the **plus icon [+]** in the top-right corner.

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Reserve Capacity 1 of 1 | View All

*Reserve Capacity Sequence Enrollment Total 0 + -

Reserve Capacity Requirement Group

1-2 of 2

*Start Date	*Requirement Group		Cap Enrl		
09/19/2022	013937	Puente Student Group	<input type="text" value="26"/>	+	-
09/21/2022	013937		<input type="text" value="0"/>	+	-

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

[Basic Data](#) | [Meetings](#) | [Enrollment Control](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [Textbook](#) | [GL Interface](#)

2. A new sequence number is assigned to each group you add in order of priority.
3. Enter a Start Date (day **the Reserve Capacity goes into effect**).
4. Enter or select the looking glass to add a Requirement Group.
5. Enter the number of seats you want to reserve for the group of students in the **Cap Enrl** field. Remember, the system only combines the most current row for each reserve capacity sequence for the specific section.

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Session 1 Regular Academic Session Class Nbr 21539
 Class Section HYJ Component: Lecture Event ID 000160613
 Associated Class 42 Units 5.00

Reserve Capacity 2 of 2 [View All](#)

*Reserve Capacity Sequence Enrollment Total 0 + -

Reserve Capacity Requirement Group

Start Date	Requirement Group	Cap Enrl		
09/22/2022	014118	CEO 100/101/105	<input type="text" value="10"/>	+ -
09/23/2022	014118		<input type="text" value="0"/>	+ -

Save Return to Search Notify

6. Process complete.