

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

Student Homepage Enrollment Requirement Groups

Course Requisite Requisite Parameters Requisite Detail Requisite Detail Parameters

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

Group Line Type

*Line 0010

*Group Line Type Condition

Report Description Reserve Capacity FAFB

Report Long Description Reserve Capacity FAFB

To include the students, ensure that Student Group is selected and not Student Groups

Academic Institution Spokane Falls CC

Condition Code Student Group

Condition Operator Equal

Condition Data RFAB FAIRCHILD AIR FORCE BASE

Identify the condition defined in the previous step

Save Return to Search Notify Add Update/Display Include History Correct History

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
Subject Area PSYC& Academic Psychology &
Catalog Nbr 220 Abnormal Psychology [CCN]

Class Sections

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

Reserve Capacity

*Reserve Capacity Sequence 1 Enrollment Total 0

Reserve Capacity Requirement Group

Enter the requirement group number from previous step

Define the number of seats to be reserved

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

3. Process complete.