Each Term classes are “rolled over” from the previous year in PeopleSoft (Fall 2009 will be rolled into Fall 2010). Department Schedulers are notified when they can begin making changes to the schedule for the new Term.

The information that defaults on the scheduling pages defaults from the Course Catalog. A course must be in the Course Catalog before you can schedule it.

The first step is to print an **MS Review** (Master Schedule Review) report to get a clear sense of what courses and what sections have been “rolled over” from the previous year.

Then, using the MS Review report as a guide, Department Schedulers update the **Schedule of Classes** to reflect any changes for the new Term. Perhaps, in order to meet demand, you have to increase the enrollment capacity to allow more students to register for this class.

**Navigation:**

Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

![Maintain Schedule of Classes](image)

Enter the Term

Enter the Subject Area

Enter the Catalog Nbr

Click Search

If a course was not offered in the Term that was “rolled over” then it will not be in the new Term. This course will have to be added as a “New Course” for this Term. This is done in the **Schedule New Course** component:

Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course
Increase/Decrease Enrollment Capacity

Click the Enrollment Cntrl tab.

- **Requested Room Capacity**: Enter the maximum enrollment that you will ever allow for this class. Please be realistic!
- **Enrollment Capacity**: Enter the maximum number of students allowed to register for this class. This number should not be greater than the Requested Room Capacity.
For multi-component classes with auto-enroll - make sure that the enrollment capacity for the Lecture equals the total enrollment capacity of all of the associated “enrollment” sections (Recitations or Labs).

For combined courses – this number should equal the total number of students allowed to enroll in both classes combined.

### Waitlist Capacity

This number should be approximately 30% of the enrollment capacity.

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You should **save** after each section that you update. To update another section go click the **Next Row** button next to Class Section.

To remain in this component and search for another course, click the **Return to Search** button.