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 add more sections to a course.

**Navigation:**

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

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
Reserve Capacity

RESERVE CAPACITY allows you to reserve seats in the class for particular groups or classes of students. Typically you’ll want to reserve seats for students in your major, or seniors, or seniors in your major.

Reserve Capacity Sequence

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

Click the Previous/Next arrows to navigate to the section of this course that you want to update.

Click the Reserve Cap tab.
one requirement they will be placed in the class based on the highest priority group.

Enrollment Total  
This number tells you how many students are currently in each reserve capacity sequence.

Start Date  
The Start Date will automatically be set for the beginning of advance registration for the Term. This date is very important! Only change it to activate or inactivate a reserve group on a specific date other than the beginning of advance registration.

Requirement Group  
Requirement Groups have been setup in PeopleSoft and are identified by a Requirement Group number. Think of this as the requirements needed in order to fill this group of seats.

Click the LOOKUP button to search the list of Requirement Groups.

Examples of Requirement Groups:

U1 = Freshman
U2 = Sophomores
U3 = Juniors
U4 = Seniors

New Transfer = Transfer students

AFS MAJOR/MINOR will allow you to reserve seats for students majoring or minoring in Africana Studies.
AFS MAJOR will allow you to reserve seats only for students majoring in Africana Studies.
AFS MINOR will allow you reserve seats only for students minoring in Africana Studies.
AFS U4 MAJOR will allow you reserve seats only seniors majoring in Africana Studies.
Cap Enrl  Enter the number of seats you want to reserve for this group of students.

You can have more than one Requirement Group for a class:

To add a Requirement Group:
- Click in the Reserve Capacity Sequence field and click the Add a New Row button to the right of this field.
- A new sequence number will be assigned to each group that you add in order of priority.
- Select the Requirement Group and Cap Enrl.

To delete a group:
- Scroll to the correct Reserve Capacity Sequence number by clicking the Next/Previous row buttons
- Click the Delete Row button to the right of the Reserve Capacity Sequence field.

If you want to make a certain group “Inactive” after a certain date:
- Scroll to the correct Reserve Capacity Sequence number by clicking the Next/Previous row buttons
- Click in the Start Date field
- Click the Add a New Row button to the right of the Start Date field
- Enter the date that you want this group to be inactivated in the Start Date field
- Select the same Requirement Group
- Enter “0” for the Cap Enrl

Click the Save button to save your changes.

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