

Strategies for Managing Enrollment: Orientation

During summer semester, some enrollment-assignment periods overlap. Due to this overlap, some departments must carefully manage class-section enrollment so that both new and continuing students' needs are met. This guide will help you determine what, if any, class-section configurations are required to accomplish that goal.

Answer the following questions in the order they are presented. Answers determine the steps to take.

Who should register for this course?	Recommended Action	Next Steps
Only new undergraduates, regardless of major	Use group 011271 , RC_SG_New Student Orientation	Go to next question
Only new undergraduates in one or more majors	Use a custom bundle that combines the attributes of RC_SG_New Student Orientation with your desired plan(s)	Go to next question
Either continuing or new students	None necessary	None. You're done!

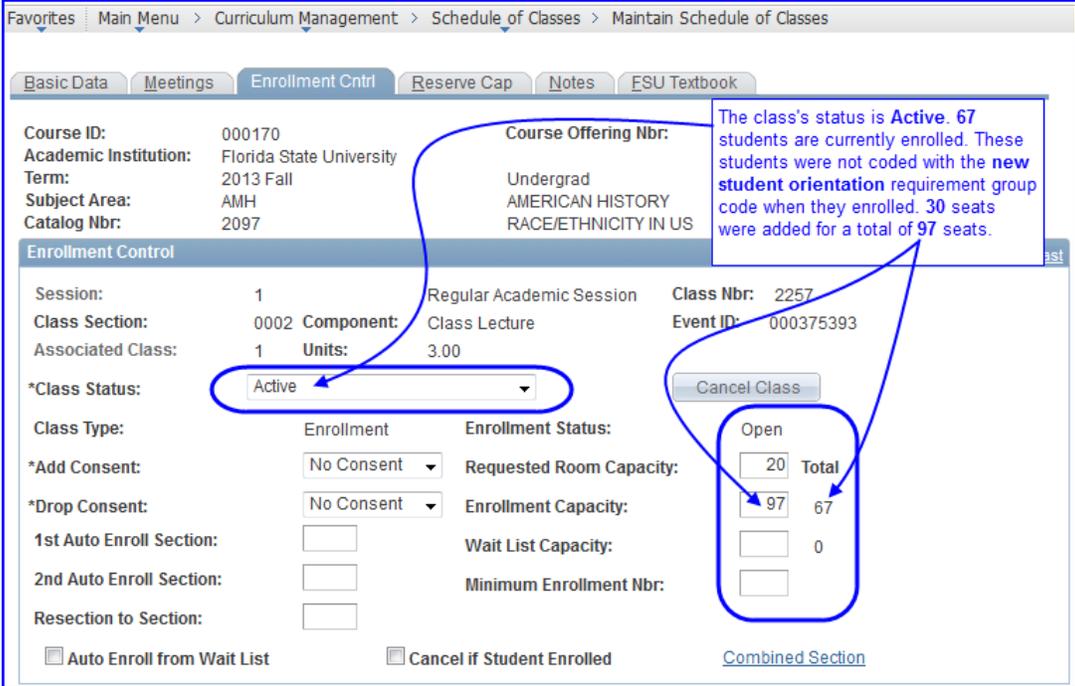
How many of the remaining seats should be held?	Recommended Action	Next Steps
Some	Decide on the number of seats to hold in the reserve capacity. This number will be less than the overall enrollment cap.	Go to next question
All	Make the seats associated with the reserve capacity equal to the enrollment cap. Doing so allows any seats that open up to be held for new undergrads only.	Go to next question

When should the reserve capacity begin?	Recommended Action	Next Steps
Now. I don't want continuing students enrolling for this class.	Set the start date on your new reserve capacity to today's date.	Go to next question.
Before the next fall orientation occurs.	Set the start date on your new reserve capacity to 5/30/13.	Go to next question.

When should the reserve capacity end?	Recommended Action
In late June, when the regular FTIC/lower-division transfer Orientation offerings have ended.	Begin your new reserve capacity row with a start date of 7/1/13.
In early August, when upper-division transfer Orientation offerings have ended.	Begin your new reserve capacity row with a start date of 8/5/13.
With the beginning of drop/add, so that students attending the late Orientation sessions still get a chance.	Begin your new reserve capacity row with a start date of 8/24/13.

The annotated images below illustrate a couple of scenarios based on combinations of answers to the questions above.

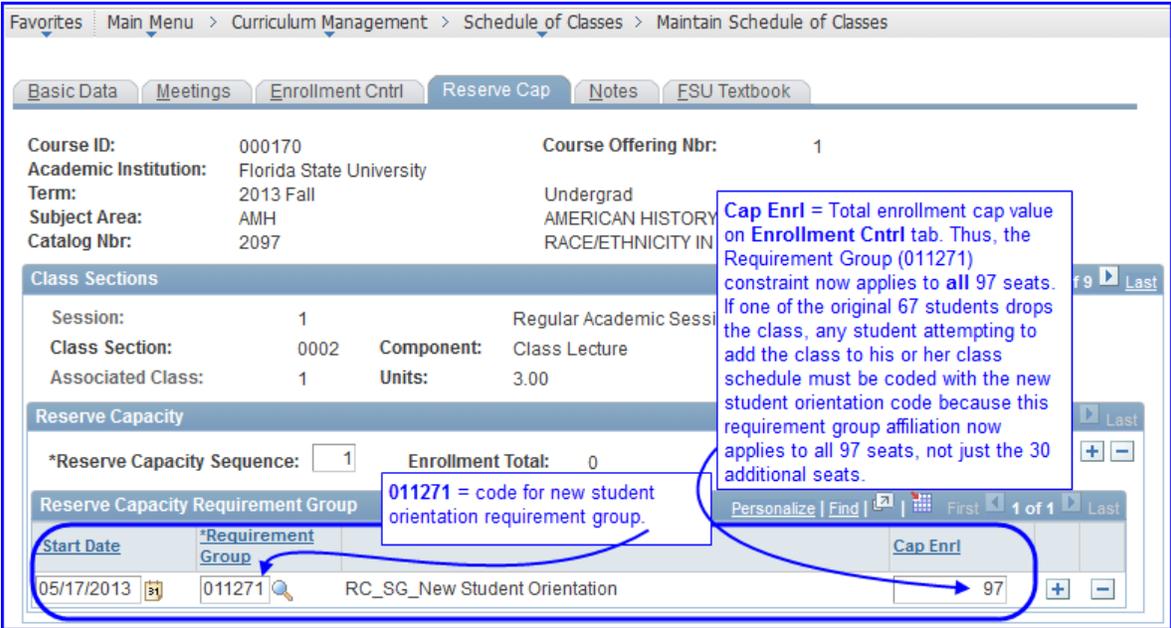
Scenario 1: Reserving All Seats for a Requirement Group in a Class Previously Open to Anyone



Navigate to **Curriculum Management>Schedule of Classes>Maintain Schedule of Classes**. On the **Enrollment Cntrl** tab, the **Enrollment Capacity** for this class is increased to 97—an increase of 30 seats above the number of seats reserved for already enrolled students.

IMPORTANT! To ensure no student obtains a seat before you set start and end dates for a reserve capacity requirement group:

1. On the **Enrollment Cntrl** tab in the **Enrollment Capacity** field, set the new enrollment cap.
2. Do NOT click **Save**.
3. Only after setting up the reserve capacity parameters on the **Reserve Cap** tab should you click **Save**.



On the **Reserve Cap** tab, the **Cap Enrl** value is set to **97**. The **New Student Orientation (011271)** requirement group code was entered. Thus, only new students—regardless of major—can enroll. That goes not only for the 30 additional seats, but for any seats dropped by students among the 67 already enrolled students. *The code applies to all 97 seats.*

REMEMBER! The date is set to “today’s” date—whatever that date might be—so that the requirement group is immediately enforced. If the **Start Date** isn’t set to today’s date, the span of time between today’s date and the date set is a period during which anyone can register for the class.

Scenario 2: Setting Up a Class in which Some Seats Are Open to Anyone, and Some Seats are Reserved for a Requirement Group for a Particular Span of Time

Enrollment Status:	Closed
Requested Room Capacity:	<input type="text" value="50"/> Total
Enrollment Capacity:	<input type="text" value="50"/> 0
Wait List Capacity:	<input type="text"/> 0
Minimum Enrollment Nbr:	<input type="text"/>

On the **Enrollment Cntrl** tab, the **Enrollment Capacity** for this class is set to **50** students.

The screenshot shows the 'Reserve Cap' tab for a class. The 'Reserve Capacity' section is set to 1. Below it, a table lists requirement groups with start dates and enrollment caps. A callout box explains that the total enrollment cap is 50, with 25 reserved for the 'New Student Orientation' group from May 20 to July 1, and the remaining 25 seats available to all students.

Start Date	Requirement Group	Cap Enrl
05/20/2013	011271 RC_SG_New Student Orientation	25
07/01/2013	011271 RC_SG_New Student Orientation	0

On the **Reserve Cap** tab, beginning May 20 twenty-five seats are reserved for the **New Student Orientation (011271)** requirement group. As of July 1, the **Cap Enrl** value is set to zero. Twenty-five students who are *not* coded with the 011271 code can register at any time their enrollment appointments allow. Twenty-five students coded with the 011271 code have seats held specifically for them for the period of May 20 through July 1.

Permissions

Setting up student-specific permission to register for a class section is another method of controlling who can enroll in that class section.

1. To use **Student Specific Permissions**, on the **Enrollment Control** tab for the class section in which you wish to control access, ensure that either Departmental or Instructor consent was selected.

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes ESU Textbook

Course ID: 000170 Course Offering Nbr: 1
 Academic Institution: Florida State University
 Term: 2013 Fall Undergrad
 Subject Area: AMH AMERICAN HISTORY
 Catalog Nbr: 2097 RACE/ETHNICITY IN US

Enrollment Control Find | View All First 1 of 9 Last

Session: 1 Regular Academic Session Class Nbr: 2257
 Class Section: 0002 Component: Class Lecture Event ID: 000375393
 Associated Class: 1 Units: 3.00

*Class Status: Active Cancel Class

Class Type: Enrollment Enrollment Status: Open

*Add Consent: No Consent Dept Cnsnt Inst Cnsnt No Consent Requested Room Capacity: 20 Total

*Drop Consent: Enrollment Capacity: 97 67

1st Auto Enroll Section: Wait List Capacity: 0

2nd Auto Enroll Section: Minimum Enrollment Nbr:

Resection to Section:

Auto Enroll from Wait List Cancel if Student Enrolled Combined Section

2. On the **Basic Data** tab, select the **Student Specific Permissions** check box.

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

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes ESU Textbook

Course ID: 000170 Course Offering Nbr: 1
 Academic Institution: Florida State University
 Term: 2013 Fall Undergrad
 Subject Area: AMH AMERICAN HISTORY
 Catalog Nbr: 2097 RACE/ETHNICITY IN US

Class Sections Find | View All First 1 of 9 Last

*Session: 1 Regular Academic Session Class Nbr: 2257
 Class Section: 0002 *Start/End Date: 08/26/2013 12/13/2013
 *Component: LEC Class Lecture Event ID: 000375393
 *Class Type: Enrollment

*Associated Class: 1 Units: 3.00 Add Fee

*Campus: MAIN Main

*Location: MAIN Main, Tallahassee

Course Administrator:

*Academic Organization: ASHIS History Schedule Print Student Specific Permissions

Academic Group: TRAD Traditional Dynamic Date Calc Required

*Holiday Schedule: CSUSA All (non ROP) Holiday Schedule Generate Class Mtg Attendance

*Delivery Mode: 00 Description: In Person Sync Attendance with Class Mtg

Primary Instr Section: 0002 GL Interface Required

Class Topic

Course Topic ID: Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group: Override Equivalent Course

Class Attributes Personalize | Find | View All First 1-2 of 4 Last

*Course Attribute	*Course Attribute Value
FUND Course Funding Category	FUNDSTATE State Fundable
IAFR IAF Reportable	YES Yes

3. Go to **Main Menu>Records and Enrollment>Term Processing>Class Permissions>Class Permissions** and enter the student's **EmplId** or use the **ID Look Up**. The **Permission to Add** tab appears with the student's name in the **Name** field.

Course ID: 000170 Course Offering Nbr: 1
 Academic Institution: Florida State University
 Term: 2013 Fall Undergrad
 Subject Area: AMH AMERICAN HISTORY
 Catalog Nbr: 2097 RACE/ETHNICITY IN US

Class Section Data
 Session: 1 Regular Academic Session Class Nbr: 2257 Class Status: Active
 Class Section: 0002 Class Type: Enrollment Section
 Component: Class Lecture Instructor: Robbins,Pamela D

Student Specific Permissions

Expiration Date: 12/13/2013

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>				

Assign More Permissions: Generate

Class Permission Data

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
1				Not Used		12/13/2013

Note: A permission number is not generated. Essentially, the student's ID now serves as the permission number. During enrollment, the student simply clicks **Next** at the enrollment preferences point in the enrollment process.

Course ID: 000170 Course Offering Nbr: 1
 Academic Institution: Florida State University
 Term: 2013 Fall Undergrad
 Subject Area: AMH AMERICAN HISTORY
 Catalog Nbr: 2097 RACE/ETHNICITY IN US

Class Section Data
 Session: 1 Regular Academic Session Class Nbr: 2257 Class Status: Active
 Class Section: 0002 Class Type: Enrollment Section
 Component: Class Lecture Instructor: Robbins,Pamela D

Student Specific Permissions

Expiration Date: 12/13/2013

Permission Valid For:

Closed Class	Requisites Not Met
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions: Generate

Class Permission Data

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
1		00006	Mc	Not Used		06/14/2013

4. Following the student's successful enrollment, the **Permission to Add** tab displays a **Status** value of **Used**, and the **Permission Use Date** displays the date on which the student used the number to enroll in the class section.

Stop Further Enrollment

Should you need to quickly halt enrollment in a class section, in Curriculum Management on the **Enrollment Cntrl** tab from the **Class Status** drop-down box, select **Stop Further Enrollment**.

NOTE: While some circumstances—such as a time conflict or a student's not having completed a requisite—can be overridden so that he or she can enroll in a class, the **Stop Further Enrollment** status *cannot* be overridden. It must manually be changed to **Active** status before any student can enroll.

Another method for halting enrollment is found on the **Enrollment Cntrl** tab in the **Class Status** drop-down box. Select **Stop Further Enrollment** to make the class section invisible to students while you make any required adjustments to reserve capacities.

Reserve Capacities: A Concise Review

Reserve Cap functionality allows increased flexibility and automation in scheduling date ranges for various student populations to enroll for any given class.

Consecutively Running vs. Concurrently Running Requirement Groups

The most important concept to understand about reserve cap functionality is that enrollment appointment dates can run:

- consecutively (in chronological sequence) **OR**
- concurrently (two date sets running at the same time or overlapping each other).

Consecutive and concurrent date sets are created based on how you organize Sequences and Requirement Groups.

- If you need more than one group to be eligible for enrollment at the same time (two or more groups running concurrently) **then you must create two sequences**. One sequence cannot support two or more concurrently running requirement groups.
- Note, however, that requirement groups always run consecutively (in chronological sequence), regardless of what sequence they reside in. That is, if you have two sequences, and each sequence contains two requirement groups, the system first looks at the requirement group with the earliest date, regardless of whether it is in the first or second sequence.

Zero Cap Sequences Override Other Sequences

If you have two sequences, and you set the enrollment cap on one sequence to zero on or before the same date in another sequence, that zero cap enrollment overrides the reservation cap in the other sequence. For example:

- Sequence 1 has a Start Date of 03/18/15 and is set to reserve 5 seats for majors; this same sequence is set to a capacity of zero as of 03/25/15.
- Sequence 2 has a Start Date of 03/18/15 and is set to reserve 5 seats for a different major; this same sequence is set to a capacity of one as of 03/25/15.

In this scenario, Sequence 2 is overridden by Sequence 1 because of the zero value provided on the same date in Sequence 1. As of 03/25/15, the second sequence will not hold the one seat for a different major if that student is not already registered.

NOTE: If you would like to review other reserve cap scenarios, please refer to the web page at [Reserve Capacities: Beyond Basics](#).