Enrollment Cntrl

Trigger:
When a classes Enrollment Controls need to be viewed/changed.

Concept

The Enrollment Cntrl Tab allows the course's Class Status (Active, Tenative, or Cancelled) to be set, set the type of Consent required to register for the course, set the Enrollment and Requested Room Capacities, and set up Auto-Enroll sections.

<table>
<thead>
<tr>
<th>Field(s)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Status</td>
<td>The appropriate class status needs to be selected. &quot;Active&quot; indicates that the class is available for registration.</td>
</tr>
<tr>
<td>Consent</td>
<td>The type of consent needs to be selected: No Consent, Departmental Consent, or Instructor Consent. If consent is required for a class, the Class Attributes section on the Basic Data tab will need to be completed to reflect consent.</td>
</tr>
<tr>
<td>Requested Room Capacity</td>
<td>The requested room capacity needs to match the Enrollment Capacity.</td>
</tr>
<tr>
<td>Enrollment Capacity</td>
<td>Enter the total number of students allowed to enroll in the course. Include spaces reserved for specific groups of students (Example: 5 seats for majors)</td>
</tr>
</tbody>
</table>
### Additional Information

The Office of the University Registrar will notify the Academic Units and departments that the Class Schedule Process for a specific term is open for the departments to review and edit.

The term will be available for approximately 4 weeks for a first pass through the schedule. The term will then be closed for edits to the academic units and departments for approximately 4 weeks to allow the edits that were made to be updated by the scheduling system; Resource 25/Schedule 25. The myZou system will then open the terms Schedule of Classes Process for another 2 weeks to make any additional changes and to review the schedule for a final time.

Any changes that need to be made to the schedule after the term has been closed will need to be communicated to Central Scheduling by emailing the request to OURSchedul@missouri.edu.
Procedure

Set enrollment limits and capacity requirements, and to identify sections for which you want the system to auto enroll students.

1.) Schedule New Course
Schedule a new class for a specified term.

   Navigation
   Home>Curriculum Management>Schedule of Classes>Schedule New Course

2.) Maintain Schedule of Classes
Add, view, and update schedule of classes data.

   Navigation
   Home>Curriculum Management>Schedule of Classes>Maintain Schedule of Classes

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The Meetings header contains the following course information:</td>
</tr>
<tr>
<td></td>
<td>1. The term the course is scheduled for</td>
</tr>
<tr>
<td></td>
<td>2. The career level of the course (i.e. Undergrad)</td>
</tr>
<tr>
<td></td>
<td>3. The Subject Area and subject area description</td>
</tr>
<tr>
<td></td>
<td>4. The Catalog Number and course description</td>
</tr>
<tr>
<td>2.</td>
<td>Class Status</td>
</tr>
<tr>
<td></td>
<td>The system populates this field to Active by default. You can override the status to indicate Stop Further Enrollment, Cancelled Section, or Tentative Section.</td>
</tr>
<tr>
<td></td>
<td>When you select Stop Further Enrollment, Cancelled Section, or Tentative Section, the system sets enrollment status to closed. Classes with class statuses of Stop Further Enrollment, Cancelled Section, or Tentative Section, do not appear in class search.</td>
</tr>
<tr>
<td></td>
<td>The Schedule of Classes report enables you to select class status, so that you can print only Active classes, or only Inactive classes, and so on.</td>
</tr>
</tbody>
</table>
### Step 3

To change the **Class Status** click an entry in the list.

### Step 4

**Cancel Class Button**

Click to cancel the class in view. The class status must be Canceled Section. The button processes one section cancellation at a time. If you want to cancel multiple sections, you must post your request for each section that you want to cancel.

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**Warning!** If you want to cancel the section regardless whether students are enrolled, you must select the Cancel if Student Enrolled check box. Doing so, however, drops any students who are enrolled in the section and requires that you recalculate tuition for those students.
### Step | Action
--- | ---
5. | **Consent**  
The system populates this field by default from the Catalog Data page indicating the type of consent (if any) required for students to enroll in the class. You can override the value.  
If you select Instructor or Departmental, consent is granted either by entering the permission number or using the Override Permissions check box on the Enrollment Request page.  
Select the Student Specific Permissions check box on the Basic Data page to be able to specify permission by student ID on the Class Permission Numbers page.
6. | To override the **Consent**, click an entry in the list.  
   ![Override Options](image)
7. | **Requested Room Capacity**  
Enter the requested room capacity for the class. Your room capacity should be the same as the enrollment capacity. The system populates the Requested Room Capacity field by default from the default section size on the Course Catalog - Components page. This field is useful for you especially if you use Universal Algorithm’s Schedule25 software.  
**Enrollment Capacity**  
The system populates the enrollment capacity by default from the default section size on the Course Catalog. You can change this capacity. The enrollment capacity should be the TOTAL number of students allowed to enroll in the class.
8. | **1st Auto Enroll Section and 2nd Auto Enroll Section**  
Enter a section within the same associated class number in which the system should automatically enroll students into the 1st Auto Enroll Section and 2nd Auto Enroll section.  
**Note:** The auto enroll section must have a different component from the parent section.
9. | The University of Missouri - Columbia is NOT utilizing the following fields at this time:  
   - Resection to Section  
   - Wait List Capacity  
   - Minimum Enrollment Nbr  
   - Auto Enroll from Wait List
10. | **End of Procedure**