Student Records
Create an Enrollment Group (Reserve Capacity)

Overview

- Includes requisites based on a variety of conditions including: Academic Level, Academic Program, Academic Plan, Academic Sub Plan, Academic Standing, Student Group and Course Pre-requisites and Co-requisites.
- Can be set up at the Schedule of Classes level in the Class Associations component or used for reserve capacity portions of classes.
- Can be attached to courses in the Course Catalog.
- Multiple course offerings can use the same enrollment requirement group or different ones.
- To create an enrollment requirement group, you will actually go into "setup" to update a table in SIS.

Steps

Create an Enrollment Requirement Group of Student Group for Schedule of Classes Reserve Capacity

1. Navigate to: Curriculum Management > Enrollment Requirement > Enrollment Requirement Groups.
2. Click Add a New Value.
3. Leave the Requirement Group field zero-filled. SIS will assign a sequential Requirement Group ID when the page is saved.
4. Click Add.
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1. Enter "01/01/1901" in Effective Date.
2. Enter Status. Select "Active" when adding a new enrollment requirement group. Select "Inactive" if your institution will no longer be using this enrollment requirement group.
3. Enter Description.
4. Enter Short Description.
5. Enter Long Description. This long description is important because it will be the description students see in self-service when they are not able to enroll into the course.
6. Report Description and Report Long Description are copied from Description and Long Description put can be changed to different values if you want the ERG to show different descriptions when you run a Requirement Group Report.
7. Review Academic Institution. The system populates this field by default. Value can be overridden. This is a required field.
8. (Optional) Enter Academic Group. This is not used by the system in any way during analysis of the enrollment requirement group. Helps in the search process when looking for an enrollment requirement group to attach to a course.
9. (Optional) Enter Subject Area. This is not used by the system in any way during analysis of the enrollment requirement group. Helps in the search process when looking for an enrollment requirement group to attach to a course.
10. (Optional) Enter Catalog Nbr. This is not used by the system in any way during analysis of the enrollment requirement group. Helps in the search process when looking for an enrollment requirement group to attach to a course.
11. Enable Catalog Print will default to selected/checked.
12. Click the Requisite Detail tab.
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1. Enter “Condition” in **Group Line Type**. This allows you to specify allowable values of data elements associated with the student. SIS will display fields appropriate to “Condition”.

2. Enter the **Report Description** and **Report Long Description** you want to show when you run a Requirement Group Report. (This is not visible to the Student but it is visible in the enrollment requirement summary page.)

3. Enter “**Student Group**” in **Condition Code**. It is important that the **Condition Code** be singular (“Group” not “Groups”) if there is only one student group involved in the enrollment requirement group.

4. Enter “**Equal**” in **Condition Operator**. This is used for comparison to the **Condition Data**.

5. Enter or select **Condition Data**. This specifies the value that is to be checked against the student’s record. This could be any student group value you have setup in the system.

6. Click **Save**.

**NOTE:** The **Requirement ID** number then needs to be attached to the **Schedule of Classes** – Reserve Capacity.

**Other Conditions that may apply to Reserve Capacity**

**Academic Level**

1. Enter “**Academic Level**” in **Condition Code**.

2. Enter “**Equal**” in **Condition Operator**. This is used for comparison to the **Condition Data**.

3. Enter or select **Condition Data**. This specifies the value that is to be checked against the student’s record. This could be any academic level from 00 to 50 or any graduate, masters, professional and non-degree levels.
4. Enter “Academic Program” in first **Condition Code**.
5. Enter “Equal” in **Condition Operator**. This is used for comparison to the **Condition Data**.
6. Enter or select **Condition Data**. This specifies the value that is to be checked against the student’s record. This could be any academic program that is configured within the Institution Specified.
7. Enter “Academic Plan” in first **Condition Code**.
8. Enter “Equal” in **Condition Operator**. This is used for comparison to the **Condition Data**.
9. Enter or select **Condition Data**. This specifies the value that is to be checked against the student’s record. This could be any academic plan that is configured within the Institution Specified.
10. The **Group Line Type** indicates to the system if you are looking for both program and plan or either a program or a plan.