Introduction

Welcome, Scheduling Officer,

We're glad to have you as part of our scheduling team here at NC State University!

Here are a few things you want to do right away:
- Contact your Admin/HR Department rep to submit an SAR request for Campus Scheduling Officer access.
- Request access to the scheduling officer listserv by e-mailing scheduling@ncsu.edu
- Request to be added to the Departmental Scheduling Officer List by e-mailing scheduling@ncsu.edu
- Contact the scheduling team for information on training sessions.

Our website is a great source of information as is this manual. Look through all the information and feel free to contact us with any questions!

Kevin Burge
Assistant Registrar
kbburge@ncsu.edu/515-2577

Kyle Pysher
University Scheduling Officer
kepysher@ncsu.edu/515-2005

Lindsey Mihalov
University Scheduling Officer
ldmihalo@ncsu.edu/513-2382

Scheduling Website - Useful Information on Deadlines and Resources

The Scheduling Website is a great place to start - it has resources for course scheduling, campus maps, announcements, and a tips/training page.

The first resource to look at will be the Production Schedule. This is a schedule with various scheduling deadlines. Print this out and have it up near your desk as a quick-reference!

Scheduling is a cycle: Access opens for scheduling officer edits. After the deadline, all access closes while the University Scheduling Office processes the schedule. After this, the schedule is published and schedulers get limited access to manage enrollments and instructors.

What the Schedule Cycle looks like by Semester:
Spring - Access opens mid-June/ Deadline is mid-September/ Schedule is published early October
Summer - Access opens mid-October/ Deadline is mid-January/ Schedule published late January
Fall - Access opens early December/ Deadline is mid-February/ Schedule is published early March

What to Look at When you Start Scheduling a Semester:
Production Schedule - Important dates and deadlines
Rollover Report - Excel sheets that give you information on the last like semester (ex: what last Fall looked like in order to schedule next Fall).
Training for Scheduling Officers - Has a lot of useful tips and tricks and FAQs for scheduling processes.
Dept Scheduling Officers List - Familiarize yourself with departments with whom your department often works.
Campus Time Schedule - List of standard time periods when classes meet.
Room Lists and Characteristics - List of University Classrooms (“110 rooms”). This is NOT a comprehensive list of rooms in the University, but these are the only rooms reserved and overseen by the University Scheduling Office. Consult your department for any departmental rooms (offices, labs, conference rooms, etc.).
Maintain Schedule of Classes - Adding a Section to the Schedule of Classes

To schedule a section, you will need to navigate to Maintain Schedule of Classes, input information about the name and type of class, meeting times/days/instructors, and number of seats in the class. This section will walk you through those steps.

Step 1: Search for your class. Go to:
SIS>Curriculum Management>Schedule of Classes>Maintain Schedule of Classes

Fill in the term and any other information you have (usually subject and catalog number) and search.

Step 2: Fill in basic section information

Session: Part of the semester
Class Section: Lectures 00X,
Component: Part of course - lecture/lab/problem session, etc.
Class Type: Enroll/Non-Enroll - Enroll if students choose this course first, non-enroll for any related sections (Lecture/Lab).
Associated Class: Groups sections of a single class together or singles out a single section. See Class Associations.
Schedule Print: Checked if section will print in the schedule, unchecked if not.

Step 3: Fill in section meeting information

Facility ID: Where the class will meet
Mtg Start/End: Time will class start/end
Component: Part of course - lecture/lab/problem session, etc.
Day Checkboxes: Day(s) class will meet
Instructor ID: Who will teach the class - see Instructor/Advisor section for help in setting up instructors.
Instructor Role: Teaching role of instructor (see Instructor Roles for more information).
Print: Will instructor's name show in the schedule.
Access: Grade posting access.
Workload: How work is shared among instructors. If only one, 100%.
Step 4: Fill in section enrollment information

Class Status: Active (students can enroll), Cancelled Section (drops enrolled students), Stop Further Enrollment (students cannot enroll, but no students are dropped), or Tentative (students cannot enroll).

Add/Drop Consent: No Consent (students can self-register), Dep/Instr Consent (department must manually enroll students).

Enrollment Capacity: How many students can sign up for the class.

Wait List Capacity: How many students can sign up for the wait list.

Auto Enroll from Wait List: When checked, this will automatically move students up from the waitlist into the course when an enrolled student drops.

Step 5: Save! This course is now in the schedule of classes.

Maintain Schedule of Classes - Canceling Sections

This section will explain the steps to cancel a section and how to cancel a section with students enrolled.

Canceling a Section with no Students Enrolled: If no students are enrolled, canceling is a two-step process.

Step 1: In Enrollment Control in Maintain Schedule of Classes, change the Class Status from “Active” to “Cancelled Section.”

Step 2: Click the button and save.

The Enrollment Status below the Cancel Class button should change to “Closed.”

Canceling a Section with Students Enrolled: If students are enrolled, canceling is a three-step process.

Step 1: In Enrollment Control in Maintain Schedule of Classes, check the box that reads “Cancel

Step 2: Change the Class Status from “Active” to “Cancelled Section.”

Step 3: Click the button and save.

The Enrollment Status below the Cancel Class button should change to “Closed” and a box will pop up with an editable message to send to students regarding the class cancellation.
Scheduling Basics - Instructor/Advisor Table

This section details the data-entry and editing of the Instructor Advisor Table function for use in classes only.

Instructor/Advisor Table -- Adding/Editing a Record

To pull a professor into a section as an instructor, their record will need to be set up/edited in the Instructor/Advisor Table.

**Step 1: Find the Instructor Record.** Go to:

SIS>Curriculum Management>Instructor/Advisor Information>Instructor/Advisor Table

Enter what information you can - ID number will be the most accurate search term, but you can also search by name, Unity ID, etc.

**Tip:** Try switching to “contains” for more results.

**Tip:** This table pulls from Human Resources and their information may not be available yet if they are a new employee.

**Step 2: Fill in basic info for instructor.**

**Effective Date:** Dictates at what point the instructor can start teaching a course.

**Tip:** Make sure that this dates precedes the first day of the semester for which they are an instructor!

**Status:** Active

**Instructor Type:** Unless Advisor Only, always choose Instructor.

**Academic Institution:** Always NCSU1 (default)

**Primary Academic Organization:** Does not affect anything, but if the instructor is based in one department, this acad org should match the instructor's (16COM for example).

**Instructor Available:** Make sure they are Available if they are going to be teaching.

**Advisor (check box):** Check this box if the instructor is also an advisor.

**Tip:** If this box is not checked, you will not be able to attach them to advisee records even if the bottom portion is filled out!

**Step 3: Fill in the Acad Org of the class.**

**Seq Nbr:** A sequential numerical value automatically assigned for each row. Do not change.

**Acad Org:** The academic organization of classes that this instructor can teach. This should match the Acad Org field in the Basic Data Tab of Maintain Schedule of Classes. When assigning instructors in Maintain Schedule of Classes, this person will only show up for classes owned by the acad org.

Select the plus (+) sign to add academic organization rows. An instructor can have as many approved courses rows as needed for the courses that they teach.
Scheduling Basics - Adjust Class Associations

This section explains the use and setup for Class Associations. Class associations tell the system how two or more sections are related, the same, or different.

Class Associations - Overview

Setting up Associations:
- Associations are assigned in Maintain Schedule of Classes.
  The number is assigned while setting up the class, and can later be changed in Adjust Class Associations.

  **Tip:** Special Topics must have one association per section. If there is a possibility that students will sign up for more than one section of this class, make sure that the classes have different associations. Otherwise, dropping one section will cause the student to be dropped from both sections! Consider linking your section number to your association number to prevent duplication.

- Associations are **adjusted, or altered, in Adjust Class Associations**, where you can:

  **Assign units**

  **Check the components required by the system and the grading basis**

  **Enforce/Unenforce Catalog Requisites and apply Class Association-level Requisites**
Scheduling Basics - Adjust Class Associations

Class Associations - Types of Associations

The All in One: Most Lecture-only classes will be in one association, where the requirements to get into the class, the credit hours, and the components and grading bases are all the same across all offerings in a semester’s class.

The Special Snowflake: While other sections are all in one association, this section is special and unique and needs to be in its own association.
- Used for: Honors sections, Special Topics, First Year Inquiry Sections, and anywhere else where anything in the units/grading/component/requisites will be different.

The Lecture/Lab Pairings: Components within one association will be paired by the system, forcing students enrolling in the section to choose one of each component in order to enroll. Sections of this type can fall under the “All in One” if specific labs do not need to be paired with specific lectures.

The Like-Minded Sections: Within multiple offerings of a class, a group may be Honors or be restricted to a certain group of students. These sections (if they are not special topics/seminar classes) can be grouped into one association to be able to apply requisites or designations across all offerings within this class.

Class Associations - Examples of Use and Setup

The All in One: In Maintain Schedule of Classes, all associations will stay the same number. All sections will share requisites, components, etc.

The Special Snowflake: In Maintain Schedule of Classes, make sure that the Special Snowflake section is assigned its own unique association number. All changes made in Adjust Class Associations will then only affect that single section.

The Lecture/Lab Pairings: In Maintain Schedule of Classes, make sure that the Lecture and Lab(s) that are supposed to be paired have the same association. In addition, associations with multiple components will have one component as the “enroll” section and the other(s) as “non-enroll.” This will cause the “enroll” component to be listed first in class search and to ensure the pairing of the two components.

In Adjust Class Associations, you will see both component types listed in the Components Tab as seen below:

Note that a Lecture and a Recitation are required for this class. The LEC is the Enrollment section, and the RED are non-enroll.

The Like-Minded Sections: Within multiple offerings of a class, a group may be Honors or be restricted to a certain group of students. These sections (if they are not special topics/seminar classes) can be grouped into one association to be able to apply requisites or designations across all offerings within this class.
Scheduling Basics - Combined Sections

Combined sections are sections that meet in the same time and place and have the same instructor. This section details the steps needed to set up a combined section. Combined sections have also been known as “crosslisted,” “piggybacked,” or similar.

Combined Sections - Setup in Maintain Schedule of Classes

**Step 1: Set up your lead section**

Go to:
SIS>Curriculum Management>Schedule of Classes>Maintain Schedule of Classes

Follow directions from the “Adding a Section to the Schedule of Classes” section to input the section number, meeting information, and section size and save.

**Step 2: Set up your other section(s)**

Follow the same direction as in step one, inputting your basic information into the second (or third or fourth) sections and save.

Combined Sections - Setting up for the Combination in Combined Sections Table

**Step 3: Find the table**

Go to:
SIS>Curriculum Management>Combined Section>Combined Sections Table

Input your term and the select session that you are working on (Regular, 8-week, etc) from the dropdown list. Click “search” to bring up the Combined Sections Table for that session and semester.

**Step 4: Add a new row and name your combination**

Click on the plus sign on the right of a combination to open a new row and name that combination with the course prefix, number, and section to make it easy to find.

Example: ANT/SOC 261-001 or COM 453-002/598-001

Scroll to the bottom and save.

A new **View Combined Sections** will appear. Click on this to begin the combination setup.
Scheduling Basics - Combined Sections

Combined Sections - Combining the Sections

Now that you have set up your sections that will be combined and you have named your combination in the table, it is time to go through the process of actually combining the section.

**Step 4: Add your lead section**

Type in the Class Number or search for it by clicking on the magnifying glass and searching for Subject and Number “contains” until you find your course. Click on the link by the course to have it populate in the new combination.

**Step 5: Add your other sections**

Follow the same direction as in step four for as many sections exist in the combination.

**Step 6: Indicate your leader**

The “radio” button on the left side indicates the section where all meeting information changes will be made and is the “lead” section.

**Step 7: Add your seats**

While you can specify the number of seats allocated to each section within a combination, this is where the overall enrollment cap lives. Once done, SAVE and you’re done!

You can split enrollment (section enrollment caps sum to equal the combined enrollment cap), or make it a free-for-all (set each section’s cap and the combined enrollment cap to the same number).

Make sure to account for any waitlists here as well or students will not be able to sign up for the waitlist!
Scheduling Basics: Restricting a Class

Now that you have set up your sections, you may want to restrict them to certain student groups, academic levels, or similar. Here is a basic primer on how to use the various levels of Requisites.

Restrictions - Levels of Application

There are multiple ways to restrict or define the population of a class. If a section is an honors section, a freshman course, or requires understanding obtained from a previous course, requisites will make sure that only the target student population will be able to self-enroll.

**Course Catalog Requisites** are the most general forms of restriction and define the experience needed to succeed in a class or the specific group to which the class is geared.

Uses include course pre and corequisites, academic levels, group, or GPA requirements.

- **Applies to** all associations of all sections of a class for every semester unless otherwise altered.
- **Applied when** the course is created as a part of the Course Action Form and approved by the University Standing Course and Curricula Committee (UCCC) or the Administrative Board of Graduate Studies (ABGS).

**Class Requisites** can layer on top of Catalog Requisites or replace them, specifying certain associated section certain for student groups. See Figure 1.5

- **Uses include** academic levels, group, or GPA requirements. NOT used for course requisites.
- **Applies to** specific associations and the sections in that association in a single semester.
- **Applied when** classes are created in a semester. Class requisites roll from semester to semester and must be reviewed before the schedule is published.

Above is the screen in Adjust Class Associations, with the top box pulling the Catalog Requisite and the bottom the Class Requisite.

The Catalog Requisite can only be applied or not by checking and unchecking the “Also use catalog requisite” box.

Class Association Requisites can be selected in the bottom box (search by clicking on the ).
Reserve Capacity Sequences are the most manual way to reserve sections of a class for specific student populations. SIS tracks student enrollment actions all the way to the actual ‘gateway’ they passed through in order to secure a seat in the class, and reserve caps serve as multiple gateways into enrollment. See Figure 1.6

- **Uses include** student groups, academic levels, majors/non-majors, etc. NOT used for course requisites.
- **Applies to** single sections in a single semester to save a portion of class space. Each section has its own gateway (a student cannot enter the class as both a CNR student and a CHASS student, for example – they would fall under one or the other).
- **Applied when** sections are scheduled each semester. Unless deleted, Reserve Capacity Sequences roll each semester and must be reviewed before the schedule is published.
- **Lives in** Maintain Schedule of Classes and will show up as a restriction in Class Search – students will see open seats and get an error message saying that seats are saved when they try to enroll.

![Scheduling Basics: Restricting a Class](image)

- Reserve Capacity Sequences tell the system to save seats in a single section for a particular group of students - singled out by major, year, or student affiliation for example - and tracks through which grouping a student enters a class.
- This tab lets you set up the start date of the saved seats, the group label for the reserved seating, and how many seats in a class should go to this group of students.
  - **Start Date:** To effectively save seats, the start date of any reserve capacity sequence should be before the first date to enroll.
  - **Requirement Group:** Pulls from the same place as other requisites, but uses here include student groups (Honors, New Freshmen), Majors/Plans, or Academic Levels and NOT course prerequisites/corequisites.
  - **Cap Enrl:** Indicates the number of seats to save for the given group - total number of seats saved cannot exceed the max enrollment cap for the section.
# Scheduling Basics - Error Reports

Once your schedule is set, and during and after students have started enrolling, there are multiple error reports that you can run to check for possible problems in your schedule. Different errors will pop up at different times as they actually become errors. Here is a list of possible errors to consider and what to do to fix or examine them.

## Error Checks - Class Schedule Error

<table>
<thead>
<tr>
<th>Error Name</th>
<th>Action Required</th>
</tr>
</thead>
</table>
| Total Instructor Load =/= 100                   | If one instructor: Check workload = 100%  
- All evaluated instructors have at least 1% and total workload should = 100%  
False positive if: A section where student selects instructor (Instructor Edit) from a list where all instructors have 100% workload. |
| Time Error                                      | Make sure AM/PMs are correct. Verify time period is correct (default of 60 minutes will receive this error).                                      |
| Seat Count is Zero                              | If section is to be offered, adjust enrollment cap to expected need. If section is not going to be offered or may be, mark it tentative or canceled.  |
| Non-Matching Credit Hours                       | Credit hours of offering differs from catalog. Fix to appropriate level or ensure that a Change of Grade Basis form has been put in if appropriate.  |
| Missing Required Component                      | Check class association under Components to see what components the system expects to see. If component is unnecessary, delete it. If it needs to be scheduled, do so. |
|                                                   | Course components are approved as part of the course creation process and pulls from the catalog.                                             |
| Meeting Pattern Dates do not equal Class Dates  | Check that the same dates are entered in both Basic Data and Meeting Pattern tabs in Maintain Schedule of Classes, or else that multiple meeting patterns around for the full date range in the Basic Data tab. |
| 600/800 without SU Grade basis                  | Can pop up for GRD instead of GRD Aud or SU instead of SU Aud. Ensure that 6/800 levels have SU option and 5/700 levels have GRD option. |
| 500/700 without GRD Grade basis                 |                                                                                                                                             |
| No Instructor Assigned                          | Will only pop up close to the beginning of the semester. Make sure that an instructor is listed. Every section must have an instructor of record and someone with post access. No Post access will prevent the grade roster from populating. |
# Scheduling Basics - Error Reports

## Error Checks - Reports from the Scheduling Office

These are error reports run by the University Scheduling Office and e-mailed out as appropriate.

<table>
<thead>
<tr>
<th>Error Name</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day No Time/Time No Day</td>
<td>Meeting time Scheduled but no Days Met or vice versa.</td>
</tr>
<tr>
<td>Labs no Rooms Assigned</td>
<td>Make sure all labs/courses meeting in non-110 rooms are scheduled in their room before access closes. Note: If the lab does need a room, reply to the e-mail just to confirm.</td>
</tr>
<tr>
<td>Sections in Conflict</td>
<td>Pulls sections double booked or back-to-back in SIS.</td>
</tr>
<tr>
<td></td>
<td>NOTE: This will not pull sections with only a 5-minute space! Campus standard times are designed with a 15-minute interim between classes.</td>
</tr>
<tr>
<td>Q Sections</td>
<td>First Year Inquiry Sections require three indicators:</td>
</tr>
<tr>
<td></td>
<td>1) Maintain Schedule of Classes&gt; Basic Data Tab: Class Attribute TYPE Class Attribute Description: FIRSTYRQ</td>
</tr>
<tr>
<td></td>
<td>2) Maintain Schedule of Classes&gt; Basic Data Tab: Section Name should include a suffix of Q</td>
</tr>
<tr>
<td></td>
<td>3) Adjust Class Associations: Class Restriction of “Freshmen Only”</td>
</tr>
<tr>
<td>H Sections</td>
<td>Honors Sections require three indicators:</td>
</tr>
<tr>
<td></td>
<td>1) Maintain Schedule of Classes&gt; Basic Data Tab: Section Name should include a suffix of H</td>
</tr>
<tr>
<td></td>
<td>2) Adjust Class Associations&gt; Class Components Requirement Designation: HONR</td>
</tr>
<tr>
<td></td>
<td>3) Adjust Class Associations&gt; Class Requisites Class Restrict to Park Scholars, University Honors Program, etc as needed.</td>
</tr>
<tr>
<td>Reserve Cap Issues</td>
<td>Pulls issues with reserve cap sequences that may cause problems during registration.</td>
</tr>
<tr>
<td></td>
<td>To prevent/fix, make sure that:</td>
</tr>
<tr>
<td></td>
<td>- end date of reserve cap is not before start date</td>
</tr>
<tr>
<td></td>
<td>- number of saved seats does not exceed maximum enrollment</td>
</tr>
<tr>
<td></td>
<td>- seat restriction does not conflict with class requisites or catalog requisites.</td>
</tr>
</tbody>
</table>
Overview:
Scheduling Officer Queries is a page created to collect queries useful to Scheduling Officers in one place.

- A couple of these queries run in Production, meaning that alterations made today will be reflected today.
- Queries are by default run in HTML, but you can choose to pull the data into Excel by clicking on the link at the top "Excel Spreadsheet."

To begin, put in the term you want to work in (or click on the search a list of values).

Query Highlights:

Class Schedule: Runs in Production
- Be sure to input your acad_org (13ED is different than 13ELM) and click “ok.”
- To see all subjects within an acad_org, type in 00ALL and click “ok”
- Useful to see the current state of your classes in one term.
- Used in combination with the Rollover Report, can be used to inform your scheduling in the beginning phase of scheduling.

Class Schedule - Prior Term
- Like Class Schedule but will pull prior terms as needed.

Class Schedule by College: Runs in Production
- Input your college ID (college #)
- Useful for schedulers who oversee many departments within one college.

Cross-Listed Classes
- Input your acad_org and subject
- Useful to verify which of your classes are crosslisted in the system

Multi-Instructor Class Rosters
- Input your subject to pull all sections with Instructor Edit turned on (where students select their own instructor).
- Pull this into excel to verify instructor/student assignments in seminar courses or similar.

Sections at Maximum Capacity
- Use to monitor your enrollments - seeing which courses are full can help you to manage sections.

Common Issues:
I: I run the query but it just brings me back to the Queries page.
S: Queries will populate in a popup window -- make sure that you allow pop-ups from MyPack or choose to show this particular popup.

I: I run the Class Schedule Query but it brought back a blank screen.
S: Double-check your acad_org and subject. If you're not sure, click on the search a list of values. Another possibility is to give it more time -- if you are pulling a large schedule, the run will take longer.
Enrollment Requirement Groups - Anatomy

- All requisite levels use Enrollment Requirement Groups, which are set up by the University Scheduling Office.
- Requirement groups use Boolean (and/or) Logic to break down restrictions. See below for Boolean breakdowns of requirements and a screenshot of details.

What students may see:

<table>
<thead>
<tr>
<th>Wording</th>
<th>Logic Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honors with Junior Standing or Above</td>
<td>(Condition = Honors) AND (Academic Level ≥ 30/Junior)</td>
</tr>
<tr>
<td>CHASS Freshmen Only</td>
<td>(Academic Program = CHASS) AND (Academic Level = 10/Freshman OR Student Group = New Freshmen)</td>
</tr>
</tbody>
</table>

What the setup looks like:

Tip: Because of this and/or logic, it is important to make sure you are not combining mutually-exclusive requirements when you are working with applying Catalog Requisites, Class Association Requisites, and Reserve Capacity Sequences!

- Ex: Requiring that students have taken a third year course in the catalog but restricting the section to new Freshmen only will result in no one being able to get into the class.

Tip: When searching for an existing requirement group, to increase the chances of finding your desired requirement group, choose “Contains” from the dropdown menu by “Description” and include as few characters as possible.
Scheduling Expanded - Requisites & Restrictions

Removing Restrictions - Catalog
Catalog requisites are pulled from the catalog and at the class level can only be enforced or not enforced.

Removing Restrictions - Class Association
Class association requisites can be altered at the Class Association level (affecting all sections in that association).

Go into Adjust Class Associations and select the related association. Under the Class Requisites tab, delete the Requirement Group number and tab or click outside to refresh the screen. The number and the associated description should then disappear. Save!

Removing Restrictions - Reserve Capacity Sequence
Press “Prepare to Remove Reserve Cap” on the desired sequence. Press the minus (-) key to the far right of the Reserve Capacity purple line, and save!

Note: If students are enrolled in this reserve capacity sequence, pushing the “Prepare to Remove Reserve Cap” button will empty them into the general enrollment pool (no longer tracking through which “gate” they entered the class). This will not drop the students from the class!
FAQ, Tips & Troubleshooting

Enrollment Wizard: Visual Indicators

“A requisite is showing up, but I know that I unenforced the requisite for the term!”

“My reserve capacity sequences aren’t showing up with the caution sign.”

Enrollment Wizard: Student Enrollment Messages

“Could not complete enrollment transaction. Remaining seats are reserved.”

“Student should meet reserve cap, but was placed on waitlist instead.”

“Missing Required Component”

“Department/Instructor Consent Required”

“Requisites not met”

Schedule Setup: Error Messages

“Duplicate Key Value - Not Allowed”

Schedule Setup: Tips

Reserve Capacity Sequences can be set up with an end date by including a row on the first sequence of a date and zero seats saved. This WILL affect all sequences after it, however, and different reservation drop dates cannot be assigned within one section.

Student Projected Levels are used when determining academic level for requisites -- check student academic level in the Student Center.

Requisites with “C- or above” will allow students to enroll in courses if they are currently taking the course and no grade has yet been assigned. This streamlines registration as students enroll in Spring classes while they are in Fall classes, and Fall classes while they are in Spring ones.

Use the Class Requisite Roster (under Class Roster) to see whether students met the requisites as they stood at the time of enrollment.
Scheduling Expanded - Requisites & Restrictions

Enrollment Wizard: Visual Indicators

A requisite is showing up, but I know that I unenforced the requisite for the term!
In the enrollment wizard, a student first looks at the courses as seen in the catalog, and only then drills down into searching among semester offerings. If a course has a catalog requisite, it is displayed at the catalog level - when students search for classes under Class Search, courses with an unenforced catalog requisite will not show the requisite and will not restrict student enrollment.

My reserve capacity sequences aren’t showing up with the caution sign.
Reserve capacity sequences are not requisites and so have a different indicator in the wizard -- a blue circle with an “i” for further information.

Enrollment Wizard: Student Enrollment Messages

Could not complete enrollment transaction. Remaining seats are reserved.
All remaining seats have been saved for other student groups. In order to enroll students over this, decrease the number of saved seats to allow one more open seat for the student.

Student should meet reserve cap, but was placed on waitlist instead.
The reservation under which the student would qualify may be full. Check the status of the reserve capacity sequence in Maintain Schedule of Classes. Also verify the student's program/plan/academic level/etc to make sure they would fit in the enrollment group.

Missing Required Component
Appears when a student tries to sign up for one component of a class (such as the lecture) without signing up for the related component. As students now sign up for all components simultaneously, this usually means that there is an unscheduled component still in the section's association. Check in Adjust Class Associations/Components Tab to verify that no extra/unscheduled components are in the association. If the component is not going to be offered this semester, delete it from the association.

Department/Instructor Consent Required
Consent is controlled in the Maintain Schedule of Classes/Enrollment Cntrl tab. Whether it reads “instructor” or “department,” a student services representatives within the department will need to manually enroll students and override Class Permission in the Class Overrides tab of Quick Enroll. Consider adding a note to students giving them contact information for the approver/instructor and what information should be included in the e-mail to most efficiently facilitate the enrollment process.

Requisites not met
Check on section/association requisites in Adjust Class Associations/Class Requisites Tab. Also check on student's In Progress classes and their transfer/AP/Placement test results in the Student Center.

Schedule Setup: Error Messages

Duplicate Key Value - Not Allowed
This shows up when you attempt to put two rows of the same date in a reserve capacity sequence. This series of dates indicates sequential dates in the saving of seats for a particular group and so two things cannot happen simultaneously for one group. In order to save seats at the same time formulate multiple groups, you need to add more sequences.