

OVERVIEW

The Enrollment Capacity field resides on the Enrollment Control tab. The field is used to limit the number of students who can enroll in a class section as well as for assigning classrooms. Once the enrollment capacity is reached, the class section automatically closes to enrollment. If no enrollment limit is desired, this number should be set to a realistic expectation for the enrollment of the course so that an appropriately sized room can be assigned.

After Print = ✓

Note: Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. From the NavBar, select Navigator > Curriculum Management > Schedule of Classes > **Maintain Schedule of Classes**.

The **Maintain Schedule of Classes** search screen appears.

2. Click **Look up Academic Institution** and select CASE1.
3. Click **Look up Term** and select the appropriate term from the list.
4. Click **Search**.
5. All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class.
6. The **Basic Data** tab appears. Click the **Enrollment Control** tab.

Before making changes, please make sure that you are viewing the correct class section by looking at the **Class Section** field.

7. Enter the desired number into the **Enrollment Capacity** field.

If the Enrollment Capacity entered is greater than the number of seats in the room entered in the Facility ID field, you will receive a warning. This is not an error, however, it is probably a good idea to either change the requested room or the enrollment limit.

8. Click the **OK** button.
9. Click the **Save** button.

This completes the process of changing the enrollment capacity of a class section.

Refer to the remaining job aids in this section to assist with additional edits to the schedule of classes.