

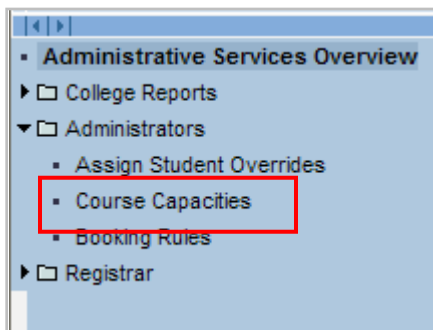
Changing Course Capacities ([myUK](#))

Authorized personnel can manage course section capacities (decrease or increase capacities) through the [myUK](#) portal. Capacity values may **not** exceed the capacity values set in **ZEVPLAN** (screen 3).

More details on capacities can be found in the *Event Planning* section of this online manual.

CAPACITY DISPLAY

To display current capacity information for a course, sign on to the portal and navigate to **Student Administration->Administrative Services**. Open the **Administrators** folder and click on **Course Capacities**.



Select the correct year and term, and enter the course prefix and number.

Find a Class

Year & Term

Course Subject & Number

e.g., ENG 101

Click on the correct short name in the result.

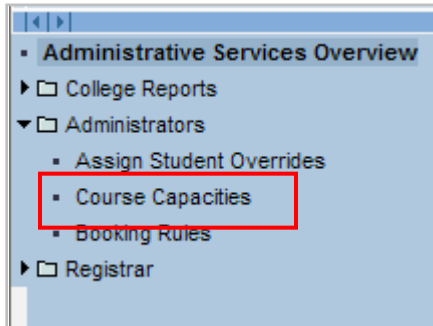
Short	Stext
UK 101	ACADEMIC ORIENTATION
< Previous Next >	

The **Opt** and **Max** columns represent the current enrollment capacity for each section.

Course	Capacity	Min	Opt	Max	Room	Capacity	Opt	Max	Waitlist	Disabled	Waitlist	Booked	WL	Max	WL	%	Normal	Bookings
UK 101 Section 058	0	27	27	0			0	X		0	0	0	020	2				
UK 101 Section 061	0	27	27	47			999	X		0	0	0	020	4				
UK 101 Section 038	0	27	27	27			999	X		0	0	0	020	1				
UK 101 Section 056	0	25	30	33			999	X		0	0	0	020	3				
UK 101 Section 069	0	27	27	30			999	X		0	0	0	020	0				
UK 101 Section 001	0	27	27	30			999	X		0	0	0	020	7				
UK 101 Section 002	0	27	27	30			999	X		0	0	0	020	11				

CAPACITY CHANGE

To change current capacity information for a course section, sign on to the portal and navigate to **Student Administration->Administrative Services**. Open the **Administrators** folder and click on **Course Capacities**.



Select the correct year and term, and enter the course prefix and number.

Find a Class

Year & Term

Course Subject & Number

e.g., ENG 101

Click on the correct short name in the result.

Short	Stext
UK 101	ACADEMIC ORIENTATION
< Previous Next >	


Click on the correct section number for the section to be changed.


Course	Capacity	Min	Opt	Max	Room	Capacity	Opt	Max	Waitlist	Disabled	Waitlist	Booked	WL	Max	WL	%	Normal	Bookings
UK 101 Section 058	0		27	27	0			0	X		0		0	020		2		
UK 101 Section 061	0		27	27	47			999	X		0		0	020		4		
UK 101 Section 038	0		27	27	27			999	X		0		0	020		1		
UK 101 Section 056	0		25	30	33			999	X		0		0	020		3		
UK 101 Section 069	0		27	27	30			999	X		0		0	020		0		
UK 101 Section 001	0		27	27	30			999	X		0		0	020		7		
UK 101 Section 002	0		27	27	30			999	X		0		0	020		11		
UK 101 Section 003	0		27	27	30			9999	X		0		0	020		2		
UK 101 Section 004	0		27	27	30			999	X		0		0	020		8		

Choose the desired capacity from the **Capacity Opt** and **Capacity Max** drop- down lists and click on **Save** . The values for **Capacity Opt** and **Capacity Max** must always be the same and should never vary!

Modify Capacities

UK 101 Section 076

Capacity Opt 25 

Capacity Max 25 

Save

REMINDERS

- Capacity values in the portal cannot exceed those entered in ZEVPLAN. To increase the capacity to an amount greater than that displayed in [myUK](#), contact: [KT Griffis](#), Office of the Registrar, 257-3107
- Waitlisted students automatically are booked when section capacities are increased.
- Three-character course prefixes are separated from course numbers by *one* space. *Two* spaces separate a two-character course prefix from the course number.

QUESTIONS?

- For questions about Course Capacities , contact: [Bruce Manley](#), Office of the Registrar, 257-3107