

# Updating Class Limits

NOTE: Departmental management of class limits is closed during the month of June for orientation and during orientation week(s) in August.

To make adjustments during the shut out time periods, contact the Registrar's office at [ScheduleChanges@tcu.edu](mailto:ScheduleChanges@tcu.edu) and we will make the changes for you.

1. Navigate to the Update Sections of a Class \* For ease of use, please customize the page (step 4 below) to show only the enrollment and waitlist limits. This is a one-time only action to be done at the initial set-up.

The screenshot shows the Oracle system navigation interface. At the top, the breadcrumb trail reads: Favorites | Main Menu > Curriculum Management > Schedule of Classes > Update Sections of a Class. A search menu is open, displaying a list of folders. The 'Curriculum Management' folder is selected, and its sub-menu is visible, showing 'Schedule of Classes' as the active item. A secondary dropdown menu is open from 'Schedule of Classes', listing various options, with 'Update Sections of a Class' highlighted in yellow. Other options in this menu include Class Search, TCU Class Search, Schedule New Course, Maintain Schedule of Classes, Schedule Class Meetings, Adjust Class Associations, Class Event Table, Print Class Schedule, Exam Code Table, Generate Exam Schedule, Class Notes Table, Global Notes Table, Resource Queue Cleanup, and Review Message Log. The left sidebar contains various navigation links such as 'Academic Advisement', 'Student Affairs', 'Set Up HRMS', 'Set Up SACR', 'Reporting Tools', 'PeopleTools', 'Grey Heller PeopleMobile', 'Change My Password', 'My Personalizations', 'My System Profile', and 'My Dictionary'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.







## 2. Fill out the search page – term and subject

### Update Sections of a Class


Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution:	= ▼	TCU01	
Term:	= ▼	4153	
Subject Area:	= ▼	Reli	
Catalog Nbr:	begins with ▼		
Academic Career:	= ▼		
Campus:	begins with ▼		
Description:	begins with ▼		
Course ID:	begins with ▼		
Course Offering Nbr:	= ▼		


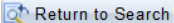
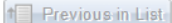
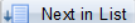

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

3. To manage limits, change the values for enrollment capacity and/or waitlist capacity as seen below, and SAVE.

**Academic Institution:** Texas Christian University  
**Term:** 2014 Fall Term Undergrad  
**Subject Area:** RELI Religion  
**Catalog Nbr:** 10023 Understanding Rel: Communities

Class Sections								
Class Enrollment Limits								
Session	Section	Class Nbr	Component	Enrollment Status	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot
Reg	621	71413	Lecture	Closed	25	25		
Reg	056	71418	Lecture	Open	40	33		
Reg	015	71411	Lecture	Open	40	39		
Reg	020	71412	Lecture	Closed	40	40		
Reg	005	71409	Lecture	Closed	40	40		
Reg	016	71410	Lecture	Closed	40	40		
Reg	002	73822	Lecture	Closed	40	40		
Reg	030	71414	Lecture	Closed	40	40		
Reg	035	71415	Lecture	Closed	40	40		
Reg	040	73824	Lecture	Closed	40	40		
Reg	080	71419	Lecture	Closed	40	40		
Reg	081	73832	Lecture	Closed	40	40		
Reg	050	73823	Lecture	Closed	40	41		
Reg	055	71417	Lecture	Closed	40	41		
Reg	036	71416	Lecture	Closed	40	42		

 Save
  Return to Search
  Previous in List
  Next in List
  Notify

4. On the page, select the Personalize option and freeze/hide the columns as shown. Click okay. **Initial Setup only.**

### Update Sections of a Class

Course ID: 007864      Course Offering Nbr:

Academic Institution: Texas Christian University

Term: 2014 Fall Term      Undergrad

Subject Area: RELI      Religion

Catalog Nbr: 10023      Understanding Rel: Corr

Session	Section	Class Nbr	Component	Enrollment Status
Reg	621	71413	Lecture	Closed
Reg	056	71418	Lecture	Open
Reg	015	71411	Lecture	Open
Reg	040	73824	Lecture	Closed
Reg	035	71415	Lecture	Closed
Reg	081	73832	Lecture	Closed
Reg	080	71419	Lecture	Closed
Reg	016	71410	Lecture	Closed

Save    Return to Search    Previous in List    Next in List    Notify

### Class Sections

#### Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.

##### Column Order

- Tab Class Status (frozen)
- Session (frozen)
- Section (frozen)
- Class Nbr (frozen)
- Component (frozen)
- Tab Class Enrollment
- Enrollment Status
- Enrl Cap
- Enrl Tot
- Wait Cap
- Wait Tot
- \*Class Type (hidden)
- \*Class Stat (hidden)
- \*Assoc (hidden)
- Auto Enrl 1 (hidden)
- Auto Enrl 2 (hidden)
- Resection (hidden)
- \*Add Consent (hidden)
- \*Drop Consent (hidden)
- Schd Print (hidden)
- Min Enrl (hidden)

Hidden  
 Frozen

##### Sort Order

- Enrl Cap
- Enrl Tot
- Wait
- Wait Tot

OK    Cancel    Preview    [Copy Settings](#)    [Share Settings](#)    [Delete Settings](#)