

## Setting and Monitoring Reserve Capacities – Quick Start Guide

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This is an extract from the full guide [Setting and Monitoring Reserve Capacities Guidance](#). If you require additional support or have any questions, contact the [Course Enrolment Project Team](#).

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### Introduction

These quick start guidance notes are intended to support staff involved in managing reserve capacities at School and College level. The notes are presented in process sequential order.

### Setting Reserve Capacities [Pre-Enrolment]

- 1. Reserve Capacity Baseline File Created [Action: REOG/R2E]**

REOG/R2E generate the *Reserve Capacity Baseline File*, combining enrolment data with projected compulsory enrolments. This file calculates each course's maximum suggested reserve capacity.
- 2. Reserve Capacity Baseline File Shared with Local Areas [Colleges]**

Colleges circulate the *Reserve Capacity Baseline File (Request for Changes)* to local areas.
- 3. Local Areas Estimate Reserve Capacities [Local Areas]**

Local areas identify courses requiring reserve capacities, estimating required numbers based on compulsory student numbers plus 10% (e.g. to accommodate repeat years, study abroad etc).
- 4. Reserve Capacity Baseline File (Request for Changes) Completed [Local Areas]**

Local areas fill out the *Reserve Capacity Baseline File (Request for Changes)*, noting the courses where a reserve capacity will be applied and the TOTAL course reserve capacity (i.e. the combined reserve capacity across all sections).

Where the above value exceeds the suggested maximum reserve capacity noted in the file, the rationale behind the proposed higher value should be provided. Note: the maximum suggested reserve capacity is based on historical enrolment data, plan rules and 25/26 course sizes, therefore, an example of a justified increase to this value could be to account for significant enrolment intake from categories like study abroad, exchange students, or any other special admission criteria not accounted for in plan rules.

For courses not already listed in the file, insert a new row to the table for the course.

- 5. Request for Changes Submitted for Approval [Local Areas]**

Local areas save file as *Reserve\_Capacity\_Baseline\_File\_Changes\_(<LocalArea>\_<Date>).xlsx* (e.g., *Reserve\_Capacity\_Baseline\_File\_Changes\_(ASBS\_02.07.25).xlsx*) and submit to College for review.

**6. Colleges Review and Approve/Reject Exceptions [Colleges]**

Colleges review submissions, approving any justified increases, and return files to local areas and REOG/R2E. Rationale for non-approval will be provided to local areas.

**7. Reserve Capacity Baseline File Updated [REOG/R2E]**

REOG/R2E incorporate approved increases to course maximum suggested reserve capacities into the *Reserve Capacity Baseline File*.

**8. Reserve Capacities Entered into MyCampus [Local Areas]**

Where a course's total reserve capacity DOES NOT exceed the suggested maximum reserve capacity, local areas can enter reserve capacities into MyCampus without waiting for College return of the *Reserve Capacity Baseline File (Request for Changes)*.

Where a course's total reserve capacity DOES exceed the suggested maximum reserve capacity, local areas should await College return of the *Reserve Capacity Baseline File (Request for Changes)* prior to confirming reserve capacity values in MyCampus. Approved items can be entered as proposed; however, for non-approved items, local areas should set reserve capacities that do not exceed the suggested maximum reserve capacity,

For technical guidance, see page 7 of '[MyCampus Enrolment Controls](#)'.

## Monitoring Reserve Capacities [During Enrolment]

**9. Reserve Capacity Control Report [REOG/R2E]**

The *Reserve Capacity Control Report* is a report monitoring course reserve capacities against the agreed maximums recorded in the *Reserve Capacity Baseline File*. Where exceedance of the maximum occurs, the report will be reviewed by Colleges for case-by-case review and approval.

**10. Monitor Course Enrolments and Adjusting Reserve Capacities [Local Areas]**

Local areas monitor and review reserve capacities throughout the enrolment period. Two [MyCampus](#) queries (UOG\_CLASS\_ENROL\_RSRV\_NBRS / UOG\_R2E\_CLASS\_ENROL\_RSRV\_NBRS) detail course reserve capacities, their sequence and the date applied. The former query shows all values set (historical and current) and the latter only shows current values.

The REOG SharePoint list, [Class Enrolment Reserve Numbers](#), is also available for staff and pulls the above query data and automatically calculates the total spaces remaining for the entire course - in terms of total spaces remaining, reserved spaces and unreserved spaces remaining.

**11. Adjusting Reserve Capacities [Local Areas]**

Local areas adjust reserve capacities to suit local requirements. Generally, reserve capacities are lowered over time. However, in rare cases, local areas may increase these capacities. Where exceedance of the maximum suggested reserve capacity occurs for a course, local areas should seek College pre-approval in advance of entering the new reserve capacity to MyCampus.

**12. Colleges Review and Approve/Reject Anomalies [Colleges]**

Colleges review the *Reserve Capacity Control Report*, approving any justified exceedances of course reserve capacities. Local areas will ONLY be notified where an exceedance of the maximum reserve capacity is not approved.

**13. Reserve Capacity Baseline File Updated [REOG/R2E]**

REOG/R2E incorporate approved exceedances of reserve capacities into the *Reserve Capacity Baseline File*, replacing the maximum reserve capacity with the new College-approved values.

**14. Reserve Capacities Entered into MyCampus [Local Areas]**

Where a course's total reserve capacity has exceeded its College-agreed maximum reserve capacity and the exceedance is NOT approved by College, local areas will be asked to adjust the reserve capacity to a value at or below the suggested maximum.

**15. Reserve Capacity Control Report [REOG/R2E]**

Daily Monitoring continues until end of Add/Drop period.

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