

Reserve Capacity Quick Fact Sheet – Fall 2026 Registration Cycle

WHAT IS IT? Reserve Capacity (RC) is a PeopleSoft functionality that allows a certain number of seats to be reserved for specific populations.

These can be set up by major, minor, class level (freshmen, sophomore, etc.), or student group. RC's are set at the class section level, and may be different for each section.

HOW CAN A STUDENT TELL IF A CLASS IS USING RESERVE CAPACITY?

Classes that are using reserve capacity functionality will have a class note similar to the following: *RESERVE CAPACITY: Some seats in this class section are reserved for particular student populations. If you are unable to enroll, it may be because there are no longer seats available that are not reserved. You may want to check if there are alternate sections with available seats. Please note: If you are placed on the wait list and someone behind you on the WL meets the reserve capacity criteria they may be enrolled ahead of you.*

WILL STUDENTS RECEIVE AN ERROR THAT THERE ARE NO SEATS AVAILABLE, EVEN IF IT APPEARS THAT SEATS ARE AVAILABLE?

Yes, if a student attempts to enroll in a class section where there are no unreserved seats available and they do not select the waitlist option, the error message will look like this:

Summer 2026 Enrollment Shopping Cart

Class	Message	Status
HIST 1700	Error: You are unable to enroll in this class at this time. Available seats are reserved and you do not meet the reserve capacity requirements.	✘

If the student does select the wait list option, the message may look like this, and they will be placed on the wait list:

Summer 2026 Enrollment Shopping Cart

Class	Message	Status
HIST 1700	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✔
	Message: Class 3878 is full. You have been placed on the wait list in position number 2.	✔

WHERE CAN I SEE ENROLLMENT INFORMATION IN PEOPLESOFT?

Maintain Schedule of Classes> Reserve Cap Tab

- The “Reserve Capacity Sequence” will identify in what order enrollment will be processed. **Note that there may be more than one row. (see POLS 3200-001).*
- “Enrollment Total” will indicate how many students are enrolled in that reserve
- The “Description” will tell which population seats in the RC are reserved for
- The Cap Enrl field will tell you how many seats are reserved for that population

Maintain Schedule of Classes

Basic Data Meetings Enrollment Control **Reserve Cap** Notes Exam Uu Class Dates

Course ID 201510 Course Offering Nbr 1
Academic Institution University of Utah
Term Summer 2026 Ugrad Sem
Subject Area H EDU Health Promotion & Education
Catalog Nbr 5950 EMT Training

Class Sections

Session 1 Regular Academic Session Class Nbr 3836
Class Section 001 Component Lecture Event ID 000460002
Associated Class 1 Units 9.00

Reserve Capacity

Reserve Capacity Sequence	Enrollment Total	Reserve Capacity Requirement Group	Start Date	Requirement Group	Description	Cap Enrl
1	2		03/16/2026	012681	RC: Major in EMS	24

Identifies order in which registration is processed. If there is more than 1 sequence you will have additional rows on the reserve capacity row.

Shows how many seats from this reserve capacity have been used

Describes which student population is in the reserve capacity

Indicates the number of seats reserved

EXAMPLE

In the screen shot above, 24 seats are reserved for students with a major in Emergency Medical Services. The total capacity for the class section (found on the enrollment control panel) is 30. This means that 6 seats are openly available for students outside of the EMS Major. Seats outside of the Reserve Capacity can be used for enrollment until full, at which point students who are not part of the RC are placed on the Wait List. If a student who is in the RC population attempts to register and there are seats available, they should bypass the WL altogether and be enrolled in the course.

WHO WILL BE USING RC's FOR FALL 26?

As we are in a pilot phase, there is a small group of courses using RC's, that will only affect a few hundred registrations. The following classes are currently utilizing RC's.

SUBJECT CODE	CATALOG NUMBER	SECTION(S)	TOTAL CAPACITY
ART	3060, 3065, 3095, 3380	001	2/10 each
ENGIN	1022	002, 003, 004, 005	19/25 each
H EDU	5950	001, 002, 003	24/30 or 8/16
POLS	3200*	001	45/80, 10/80
QUEST	1120/1130	All	Varies by section

USE CLASS ROSTER AS A REFERENCE

The class roster will indicate the students major, and can help resolve general questions.

PERMISSION CODES

Caution: permission codes that override cap will also override reserved capacity AND wait lists. Enrollment into a class by using class permissions will override reserves and negatively affect reserve enrollment totals.

Reserve enrollment totals show all students enrolled that meet the reserve requirement, including students who enrolled outside of the reserve even if they met the criteria.

EXPIRATION DATES

Most RC's will expire at open enrollment, Monday, July 27th. QUEST RC's will expire on August 1st.

POSSIBLE FUTURE DEVELOPMENT

Currently the online schedule capacities, class demand report, and scheduler builder do not have specific information regarding RC's. Online information for students can be found here https://registrar.utah.edu/register/reserve_cap_registration.php