

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 and we will make the changes for you.

1. Navigate to the Update Sections of a Class *

The screenshot shows the Oracle system navigation interface. The breadcrumb trail at the top 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 selected item. The 'Update Sections of a Class' option is highlighted in the sub-menu. Other options in the sub-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 search menu also includes a search bar, a 'Find an Example' button, and a 'Search' button. The 'Update Sections of a Class' option is highlighted in yellow.

2. Fill out the search page – term and subject

ORACLE







Favorites | Main Menu > Curriculum Management > Schedule of Classes > Update Sections

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

Search

Clear

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

Updating Personalization

On the page, select the Personalize option and freeze/hide the columns as shown. Click okay. Initial Setup only. DO NOT USE IF YOU WANT TO UPDATE CONSENT REQUIRED OR PRINT IN SCHEDULE. TO REVERSE, UNCLICK FREEZE/HIDE OPTIONS.

The screenshot displays the 'Update Sections of a Class' interface. On the left, a table lists class sections with columns for Session, Section, Class Nbr, Component, and Enrollment Status. The 'Personalize' button is highlighted. A dialog box titled 'Personalize Column and Sort Order' is open on the right. It contains two lists: 'Column Order' and 'Sort Order'. The 'Column Order' list includes 'Tab Class Status (frozen)', 'Session (frozen)', 'Section (frozen)', 'Class Nbr (frozen)', and 'Component (frozen)', all of which are highlighted in yellow. Below these are 'Hidden' and 'Frozen' checkboxes, with 'Hidden' circled in red. The 'Sort Order' list includes 'Enrl Cap', 'Enrl Tot', 'Wait', and 'Wait Tot'. At the bottom of the dialog are 'OK', 'Cancel', and 'Preview' buttons, along with links for 'Copy Settings', 'Share Settings', and 'Delete Settings'.

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

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

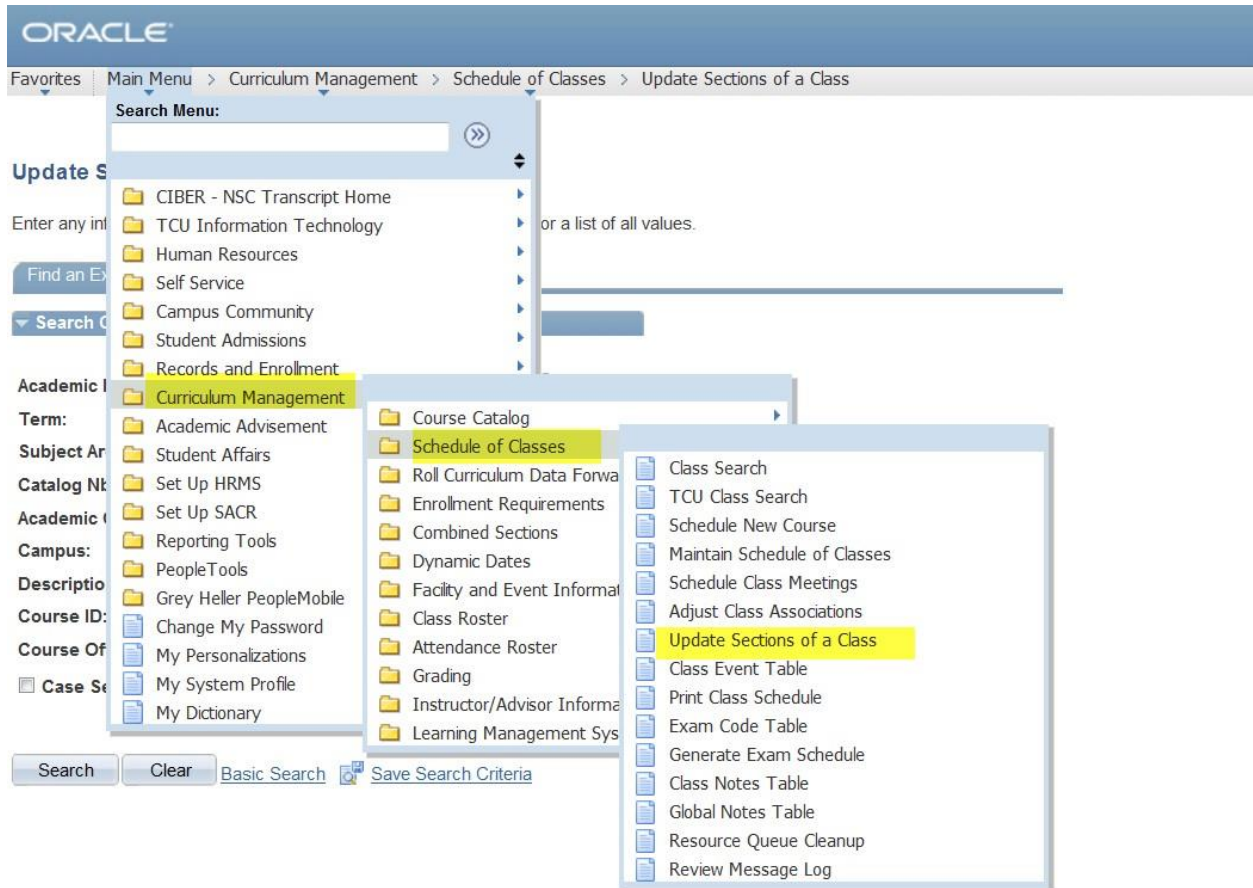
Sort Order

- Enrl Cap
- Enrl Tot
- Wait
- Wait Tot

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

Updating Consent Required

1. Navigate to the Update Sections of a Class (remove personalization if necessary)









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

Search

Clear

Basic Search



Save Search Criteria

3. On the CLASS STATUS tab, update the ADD CONSENT FLAG and SAVE.

Update Sections of a Class

Course ID: 008107 Course Offering Nbr: 2
Academic Institution: Texas Christian University
Term: 2017 Fall Term Undergrad
Subject Area: SOCI Sociology
Catalog Nbr: 30323 Cultural Criminology

Class Sections													
Personalize Find View All First 1 of 1 Last													
Class Status													
Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Add Consent	*Drop Consent	Schd Print
Reg	065	70840	Lecture	Open	E	A		65			N	N	<input checked="" type="checkbox"/>

Save Return to Search Previous in List Next in List Notify

Updating Schedule Print

Navigate to the Update Sections of a Class (remove personalization if necessary)

The screenshot displays the Oracle curriculum management interface. The breadcrumb navigation path is: Favorites | Main Menu > Curriculum Management > Schedule of Classes > Update Sections of a Class. A search menu is open, showing a list of folders including CIBER - NSC Transcript Home, TCU Information Technology, Human Resources, Self Service, Campus Community, Student Admissions, Records and Enrollment, and Curriculum Management. The Curriculum Management folder is selected, and a sub-menu is open showing folders like Academic Advisement, Student Affairs, Set Up HRMS, Set Up SACR, Reporting Tools, PeopleTools, Grey Heller PeopleMobile, Change My Password, My Personalizations, My System Profile, My Dictionary, Course Catalog, Schedule of Classes, Roll Curriculum Data Forward, Enrollment Requirements, Combined Sections, Dynamic Dates, Facility and Event Information, Class Roster, Attendance Roster, Grading, Instructor/Advisor Information, and Learning Management System. The 'Update Sections of a Class' option is highlighted in the sub-menu. Below the search menu, 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

Search

Clear

Basic Search



Save Search Criteria

3. On the CLASS STATUS tab, update the SCHEDULE PRINT FLAG and SAVE.

Update Sections of a Class

Course ID: 008107 Course Offering Nbr: 2
Academic Institution: Texas Christian University
Term: 2017 Fall Term Undergrad
Subject Area: SOCI Sociology
Catalog Nbr: 30323 Cultural Criminology

Class Sections													
Personalize Find View All First 1 of 1 Last													
Class Status													
Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Add Consent	*Drop Consent	Schd Print
Reg	065	70840	Lecture	Open	E	A		65			N	N	<input checked="" type="checkbox"/>

Save Return to Search Previous in List Next in List Notify