Restrictions

Restrictions

This page contains instructions for adding and editing Restrictions and Seat Reservations at the section level.

Restriction Information

Restrictions are placed on sections to determine the type of student population the department wants enrolled. Types of Restrictions vary but include such criteria as Majors Only, Honors Members, 1st Year, etc.

- Restrictions apply to all seats in the Optimum Enrollment.
- Restrictions can always be overridden by granting Special Permission - Planner for a student.
- Restrictions are created by the Office of the Registrar. If a department wants to create a new Restriction they must coordinate with their DEO and submit the request to the Office of the Registrar at reg-maui-support@uiowa.edu. These requests will be reviewed before they are approved and created in MAUI.
- Restrictions added to a section that is cross-referenced also apply to the cross-referenced section.
- Multiple Restrictions can be placed on a section but the student must meet each Restriction in order to enroll in the section.
- If the “Restricted for All” Restriction is selected then no other Restrictions should be used and each student will need to be granted Special Permission - Planner.
- Restrictions will replicate from like session to like session.

Seat Reservation Information

Seat Reservations are Restrictions are placed on a specific number of seats within a section to determine the number and type of student population the department wants enrolled.

- Seat Reservations only apply to a certain number seats in the Optimum Enrollment.
- Seat Reservations can only be added by coordination between the Office of the Registrar and the Academic Advising Center.
- Seat Reservations cannot be place on a section with an active Waitlist. The Seat Reservations must be lifted or expired before a Waitlist will become active.
- A section may have multiple Seat Reservations for different Restrictions and multiple

How to: Add Restrictions

Click for instructions regarding creating a new Restriction lookup or Cohorts (authorized users only).

Click for printable version.
Quick Guide – Restrictions

Restrictions and Seat Reservations are used to control the population that is able to register for course sections. Below are some guidelines for utilizing Restrictions; the guidelines for utilizing Seat Reservations are contained later in the document.

Restrictions:

❖ Added to a section to allow only a certain population to register for a section.

❖ Restrictions apply to all seats in the section. Students must first meet the Seat Reservation criteria, then MAUI will also check the Restrictions on the section.
  ➢ For example, a section has a Majors Restriction, with 10 of 20 seats reserved for Honors Program members.
    ◦ If the student is an Honors Program member, with the required major, the student would fill one of the 10 seats reserved for Honors Program members.
    ◦ If the student is not an Honors Program member, but has the required major, the student would fill one of the 10 general population seats.
    ◦ If the student does not have the required major, regardless if the student is an Honors Program member, the student would not be allow to register for the section.
Restrictions - Planner

This is how to use the Restrictions and Seat Reservations panel. The edit capability for Seat Reservations is only available in Course Offerings.

1) After searching for a course, click view for the desired section.

2) Select Restrictions from the drop down list, or click Restrictions.
Restrictions - Planner (cont.)

In Course Offerings, the Restrictions panel will have the options to create/edit both the Restrictions and the Seat Reservations. The Offerings Planner has the options to create/edit and view Restrictions, while the Seat Reservations information is view only.

Restrictions
A.  Click Create new restriction.

B.  Select the appropriate Restriction from the drop down list.
C.  Check Add to all sections (if applicable).
D.  Click Save.

E.  You will receive the following message, and the Restriction will display on the page.
Quick Guide – Seat Reservations

Restrictions and Seat Reservations are used to control the population that is able to register for course sections. Below are some guidelines for utilizing Seat Reservations; the guidelines for utilizing Restrictions are contained early in the document.

Seat Reservations:
- There can be more than one reserved seats entry per section.
- The Sort Order field controls the enrollment process
  - MAUI will check the lowest sort order number first. The Sort Order is determined by the Registrar staff. If the student matches this restriction, the student’s enrollment will count for that seat reservation. It will move through each seat reservation restriction, in ascending sort order. If there is no matches on any of the seat reservation restrictions, the enrollment will come from the general population seats (if available).
  - In the Seat Reservations example, the Restricted to LINK student restriction Sort Order is 10 and the New first yr & transfer restriction Sort Order is 20.
    - If the student is a LINK student, the student’s enrollment will be in one of the Restricted to LINK student seat reservations.
    - If the student is New first yr & transfer student (but not a LINK student), the student’s enrollment will be in one of the New first yr & transfer seat reservations.
    - If the student is neither a Link student, nor a New first yr & transfer student, this student would not be able to enroll in this course since there are no general population seats available for enrollment.

- It will take approximately 15 minutes for the Seat Reservation notation to display in the ISIS notes field.
  - The ISIS notes display “Some seats may be restricted”
- Seat Reservation will show up almost instantly on the ISIS Section Detail page with count information.
**Seat Reservations - Planner (cont.)**

**Seat Reservations**

A. After searching for a course, click *Create new seat reservation* on the *Restrictions* panel.

B. Select the appropriate *Restriction* from the drop down list.
C. Enter *Seat Count* and *Sort Order*.
D. Enter *Open Date* and *Release Date*.
E. Click *Save*.

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**Create Seat Reservation**

| *Restriction Lookup(s):* | Restricted for all Courses in Common
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Restricted to LINK student</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><em>Seat Count:</em></th>
<th>2 24 of 24 seats available</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Sort Order:</em></td>
<td>10</td>
</tr>
</tbody>
</table>

**Open Date** (Seats will be available to the selected population on this date)

- **Open Date Lookup:**
- **Open Date Days Offset:** (+/-)
- **Specific Open Date:** 06/03/2012

**Release Date** (Seats will be available to the general population on this date)

- **Release Date Lookup:**
- **Release Date Days Offset:** (+/-)
- **Specific Release Date:** 08/16/2012
Seat Reservations - Planner (cont.)

F. You will receive the following message, and the Seat Reservations will display on the page.

G. Re-enter any Restrictions that were temporarily removed.

H. To add additional seat reservations, repeat Seat Reservations A - F.
   - Example below displays three seat reservations for the section.