

Section Notes & Controlled Enrollment

How to Request Section Notes for the Course Catalog

How to Request Controlled Enrollment



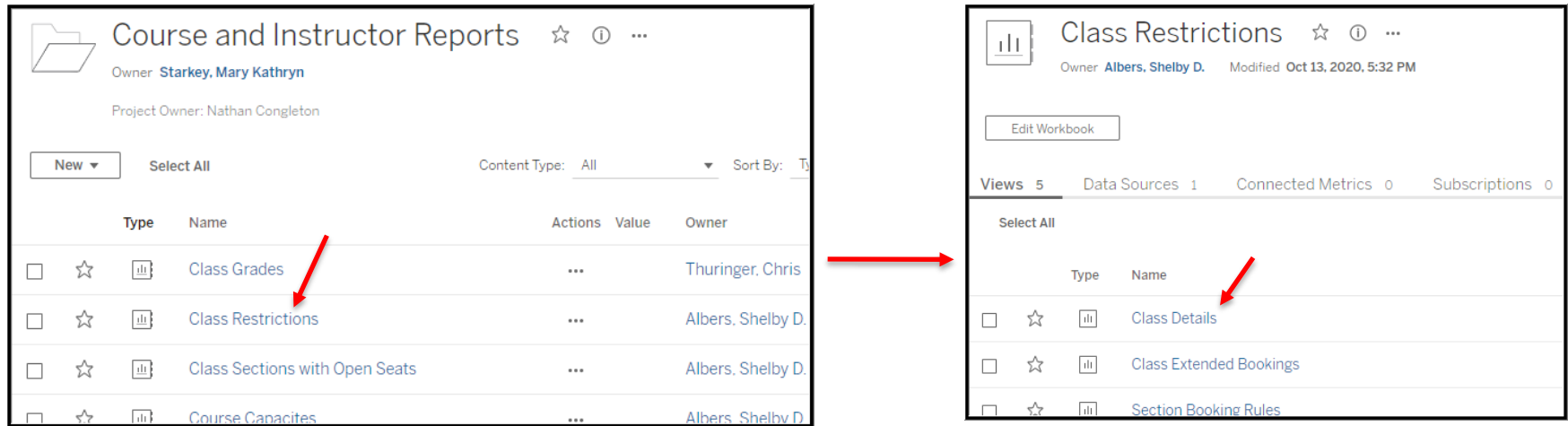
What is Controlled Enrollment?

Placing a **controlled enrollment** restriction on a section will prevent any form of registration without an override, regardless of other restrictions and/or pre-requisites. Controlled enrollment restrictions take priority over any other restrictions.

If a student is granted a controlled enrollment override to enroll in the section, they will still need to meet any other restrictions or pre-requisites that may be in place on the section. Granting a controlled enrollment restriction does not bypass any other restrictions, so a student may need multiple overrides to register depending on whether they meet any other requirements for the section (if applicable).

Step 1: You can use the Class Restrictions Details report in Tableau to determine whether a section has permanent Controlled Enrollment in place.

This report can also be used to ensure all desired Controlled Enrollment restrictions have been added at the end of the Event Planning period.



NOTE: If you are unable to access these reports in Tableau, you can request access by submitting the access request form on the Tableau website: [Tableau Server Access](#)

Step 2: You can filter the report by Term, College, Prefix, etc. as needed to narrow down results. To see if the selected sections have controlled enrollment, use the “Is Controlled Enrollment Section” filter.

Class Details

To download to Excel, select 'Download' in top right corner then 'Crosstab'.

Academic Term	Class College	Class Prefix	Class Department	Class	Undergraduate Or Graduate...	Class Level	Is Uk Core	Is Cross Listed Class	Has Extended Booking
Fall 2021	(All)	(All)	(All)	(All)	(All)	(All)	(All)	(All)	(All)
Section	Is Cancelled Section	Is Part Of Term Section	Section Delivery Mode	Section Location	Is Available for Web Registr...	Is Honors Section	Enrollment	Has Booking Rule	Is Controlled Enrollment Se...
(All)	(All)	(All)	(All)	(All)	(All)	(All)	(All)	(All)	(All)
Event Type	Event Delivery Mode	Is Time Independent Event	Has A Meeting Pattern	Event Location	Building				
(All)	(All)	(All)	(All)	(All)	(All)				

Step 3: This report can be downloaded for easier viewing. Click anywhere in the rows of data, then click “Download”. Select the “Crosstab” option in the pop-up window.

The screenshot shows a web application interface with a data table. At the top right, there is a 'Download' button with a red arrow pointing to it. Below the table, a 'Download' dialog box is open, showing a list of file formats: Image, Data, Crosstab, PDF, PowerPoint, and Tableau Workbook. A red arrow points to the 'Crosstab' option. The table below the dialog has columns for various attributes and a 'Download' button in the top right corner.

Uk Core	Cross Listed Classes	Section	Section Location	Section Optimum Capacity	Is Available for Web Registration	Is Controlled Enrollment Section	Has Booking Rule	Has Extended Booking	Event Type	Event Id	Event Delivery Mode	Event Date
	Null	Section 001	Main Campus - Lexington	40	Y	N	Y	Y	LEC	96336442	Traditional	8/28
	ENT 360	Section 001	Main Campus - Lexington	65	Y	N	N	Y	LEC	96336411	Traditional	8/24
	ENT 460	Section 001	Main Campus - Lexington	39	Y	N	N	Y	LEC	96343407	Traditional	8/23
	Null	Section 001	Main Campus - Lexington	21	Y	N	Y	Y	LEC	96336443	Traditional	8/24

Step 5: Once you've downloaded the Controlled Enrollment and Section Note Request Form, you can fill out the "Request Controlled Enrollment?" column to indicate which sections will need Controlled Enrollment. Simply place an "X" or type "Yes" in the box next to the section.

For each section that needs a Section Note, type the necessary note in the box next to the Section.

	A	B	C	D	E	F	G	H
1	Academic Term	Class College	Class Department	Class	Section	Section Id	Request Controlled Enrollment?	Requested Section Note
2	Fall 2021	Fine Arts	Arts Administration	AAD 150	Section 001	97346554		
3					Section 003	97413476		
4				AAD 260	Section 001	97432652		
5					Section 002	97432669		
6				AAD 299	Section 001	97404803		
7				AAD 300	Section 001	97393152		
8				AAD 320	Section 001	97405295		
9				AAD 350	Section 001	97379645		
10				AAD 395	Section 001	97406968		

Once finished, send the completed form to the Course Scheduling team at course.scheduling@uky.edu so we can get this information entered in the Course Catalog.

Questions?

Contact **Course Scheduling** at
course.scheduling@uky.edu