

Section Notes & Controlled Enrollment

How to Request Section Notes for the Course Catalog

How to Request Controlled Enrollment



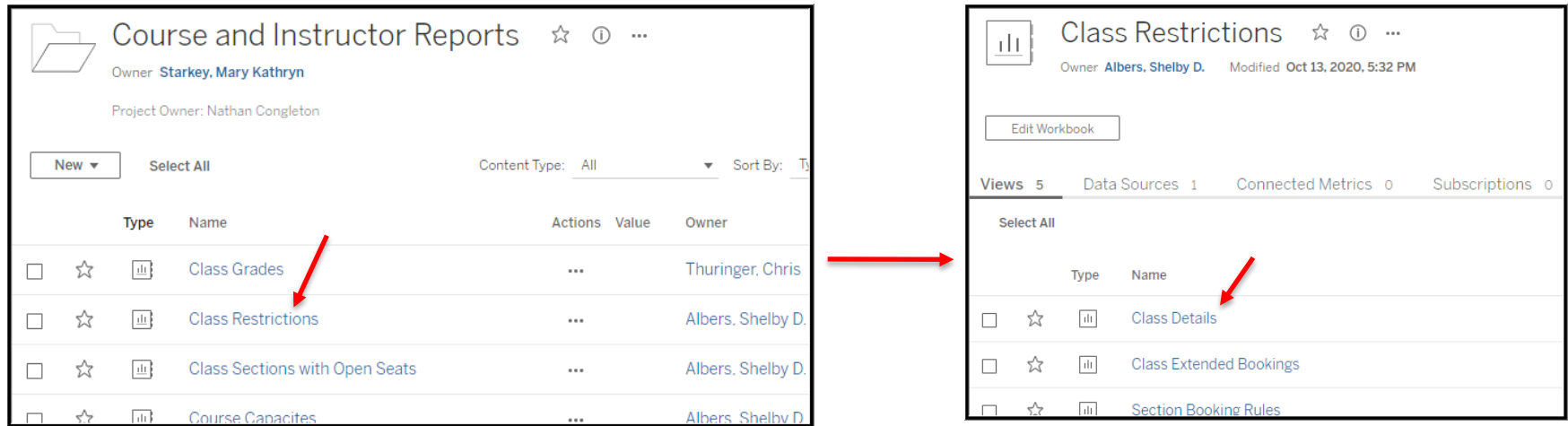
What is Controlled Enrollment?

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.

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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

Download

Select your file format.

- Image
- Data
- Crosstab**
- PDF
- PowerPoint
- Tableau Workbook

Step 4: Once you've determined which courses already have permanent Controlled Enrollment restrictions in place, you can use the Controlled Enrollment and Section Note Request Form to isolate the sections that still need Controlled Enrollment restrictions and/or Section Notes for the selected term.

This report can also be found under the Course and Instructor Reports -> Class Restrictions folder.

Controlled Enrollment and Section Note Request Form

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

Academic Term: Fall 2021
Class College: Fine Arts
Class Department: (All)

The following form should be used to request that sections of a course be controlled. Control must be requested each term. Filter for your College and Department. If no department is desired for that section, mark the column 'Request Controlled Enrollment' as 'Yes' in the column that mentions the controlled enrollment. Additionally, mark the column 'Request Section Note' as 'Yes' in the column containing section ids where no controlled enrollment is desired. A final document will be returned by email to Ryan Sallee by the end of the ZEV registration window.

(All)
 Arts Administration
 Fine Arts - Music
 Fine Arts - Theatre Arts
 School of Art and Visual Studies

Cancel Apply

Filter to the applicable term, then the College and Department as needed. Download this report using the instructions on the previous slide.

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