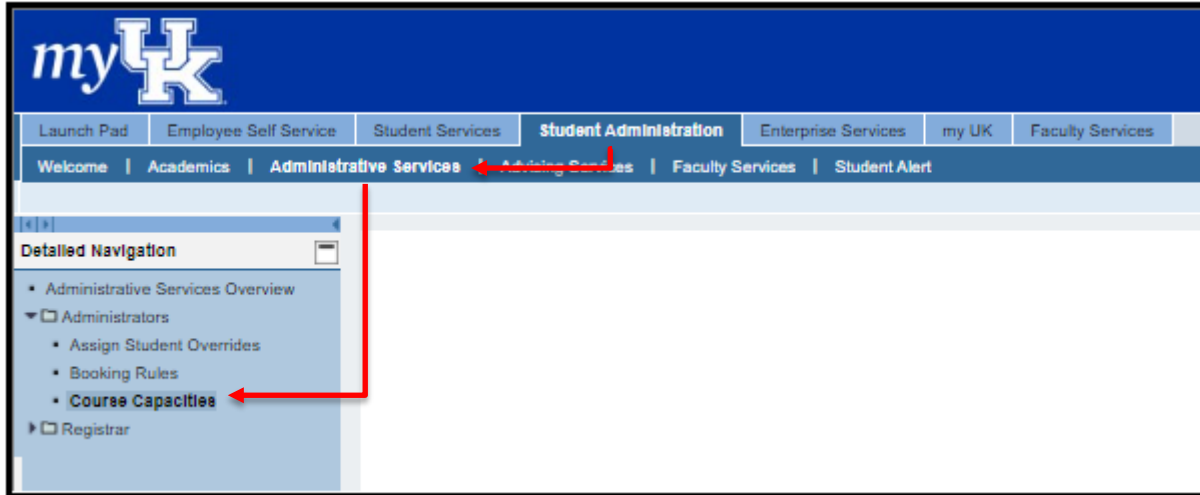


# Course Capacities

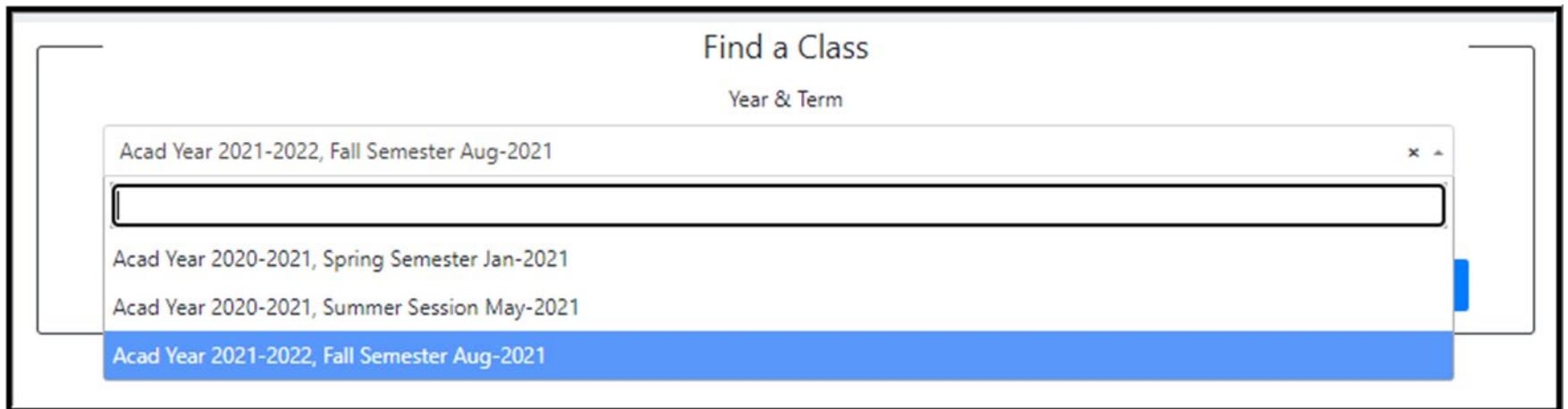
How to Change Section Capacities  
in myUK



**Step 1:** Navigate to the Course Capacities application in myUK through the following links.



**Step 2:** Select the appropriate term from the “Year & Term” dropdown menu.



**Step 3:** Enter the course you need to update in the “Course Subject & Number” box, then click “Search”.

Find a Class

Year & Term

Acad Year 2021-2022, Fall Semester Aug-2021

Course Subject & Number

ant 580

Search

Show 10 entries

Search:

Short	Stext
<a href="#">ANT 580</a>	ADVANCED TOPICS IN ANTHROPOLOGY

Showing 1 to 1 of 1 entries

[New Search](#)

Previous 1 Next

Click the course abbreviation to view all sections of the course for the selected term.

**Step 4:** Click on the section number that you would like to change.

### Find a Class

Year & Term

Acad Year 2021-2022, Fall Semester Aug-2021 x ▾

Course Subject & Number

ant 580Search

Show 10 entries Search:

Course <small>↑↓</small>	<a href="#">Section <small>↑↓</small></a>	Capacity Min <small>↑↓</small>	Opt <small>↑↓</small>	Max <small>↑↓</small>	Waitlist Disabled <small>↑↓</small>	Waitlist Booked <small>↑↓</small>	WL Max <small>↑↓</small>	WL % <small>↑↓</small>	Normal Bookings <small>↑↓</small>
ANT 580	<a href="#">Section 001</a>	0	10	10		0	1	010	0
ANT 580	<a href="#">Section 002</a>	0	10	10		0	1	005	2
ANT 580	<a href="#">Section 003</a>	0	5	5		0	1	010	1
ANT 580	<a href="#">Section 004</a>	0	10	10		0	1	010	0
ANT 580	<a href="#">Section 005</a>	0	10	10		0	1	010	0
ANT 580	<a href="#">Section 006</a>	0	10	10		0	1	010	2
ANT 580	<a href="#">Section 007</a>	0	10	10		0	1	010	0

Showing 1 to 7 of 7 entries Previous 1 Next

[New Search](#)

**Step 5:** Use the “Capacity Max” dropdown menu to change the capacity of the section.

The screenshot displays a web interface for managing class capacities. It is divided into two main sections: "Find a Class" and "Modify Capacities".

**Find a Class:**

- Year & Term: Acad Year 2021-2022, Fall Semester Aug-2021
- Course Subject & Number: ant 580
- Search button

**Modify Capacities:**

- Section: ANT 580 Section 001
- Capacity Opt: 10
- Capacity Max: 10 (dropdown menu is open)

The dropdown menu for "Capacity Max" lists the following values: 10, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25 (highlighted), 26, 27, 28, 29, 30.

**Note:** The capacity of a section can only go as high as the Screen 3 capacity that was set when the section was initially built in ZEVPLAN. If the capacity needs to be higher than what is available in the dropdown menu above, please contact Course Scheduling ([course.scheduling@uky.edu](mailto:course.scheduling@uky.edu)) for assistance.

**Step 6:** Select the new capacity for the sections and click “Save”.

### Modify Capacities

ANT 580 Section 001

Capacity Opt

Capacity Max

The section capacity has now been updated.

### Find a Class

Year & Term

Acad Year 2021-2022, Fall Semester Aug-2021

Course Subject & Number

ant 580

Changes to ANT 580 Section 001 saved.

# Questions?

Contact **Course Scheduling** at  
[course.scheduling@uky.edu](mailto:course.scheduling@uky.edu)