**Request to add Reserve Capacity Requirement Group for Certified Majors or Minors**

Schedule Builder in myWSU allows departments to reserve seats in specific course sections for specific groups of students through the ‘Reserve Capacity Requirement Group’ function. **However, because this function is essentially an unpublished prerequisite, it should be limited in its application**.

Currently, all departments have access to the reserve capacity requirement group of senior or junior/senior status. Departments wishing to request an additional Reserve Capacity Requirement Group to reserve seats for certified majors or minors should follow the following steps:

1. Discuss your request with Assistant Registrar for Scheduling, Suzanne Lambeth (slambeth@wsu.edu). Suzanne will help determine if there are other suitable options available.
2. If the department wishes to proceed, the following request must be signed by the Associate Dean of the college where the course resides. This request must outline the problem and indicate how existing options do not meet the needs of the department.
3. Submit the request to Suzanne for Registrar’s Office consideration.
4. Upon approval of the request, Suzanne will work with the departmental scheduler for training and access.

**Course Subject and Number**

**Requested Reserve Capacity Groups (list of majors and minors by plan code): ­­­**

**Departmental Scheduler**

**Requestor (if different)**

Please describe the scheduling issue and how adding a new Reserve Capacity requirement group would alleviate the problem.

Please explain why existing options (such as Jr/Sr level requirement group, Department Consent, Block Enrollment, etc.) are insufficient in addressing the problem.

What department or group of students might be negatively affected by this requirement group? Have the appropriate departments been notified about possible negative impacts?

Please attach any supporting documentation.

Signature of Associate Dean Date