

Request to add Reserve Capacity Requirement Group for Admitted Majors or Minors

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 **However, because this function is essentially an unpublished prerequisite, it should be limited in its application.** All departments currently have access to two Reserve Capacity Requirement Groups: **Senior status** and **Junior/Senior status**.

Departments wishing to request an additional Reserve Capacity Requirement Group to reserve seats for certified majors or minors should follow these steps:

1. The form must be signed or submitted by the Associate Dean of the college where the course resides. This request should outline the problem and indicate how existing options do not meet the needs of the department.
2. Send the form to Sr. Assistant Registrar, Becky Bitter (bitter@wsu.edu).
3. Upon approval of the request, Becky will email the department with the reserve capacity code and information about training resources, if needed.

Course Subject and Number _____

List the Majors or Minors being requested for a Reserve Capacity Requirement Group (by plan code): _

Requestor Name & Title _____

Email _____ **Phone** _____

Describe the problem that a Reserve Capacity Requirement Group would alleviate.

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

Are there any departments or groups of students which might be negatively affected by this requirement group? Have the appropriate departments been notified about possible negative impacts?

Signature of Associate Dean

Date