



Setting and Monitoring Course Reserve Capacities

Guidance

The Transformation Team – Routes to Enrolment

[30-06-2025]

Document Control	
Title:	Setting and Monitoring Course Reserve Capacities - Guidance
Version:	1
Document Owner:	Transformation Team / REOG
Version Owner:	Transformation Team
Publication Date:	June 2025

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Introduction

These guidance notes are intended to support staff involved in managing reserve capacities at School and College level. They provide straightforward, practical advice on how to work with reserve capacity data - whether you're calculating it, reviewing it, or simply staying informed.

The notes also explain how reserve capacity figures are created, approved, and shared, as well as how to track any changes. The goal is to ensure everyone has access to the right information at the right time and knows what to do if something doesn't look quite right.

All outlined process roles and responsibilities are detailed in [appendix i](#).

Initial Setup of Reserve Capacities

Reserve Capacity Baseline File

The *Reserve Capacity Baseline File* is:

- Produced annually by the relevant central team (R2E/MSDI/REOG).
- A report that combines historical enrolment data with projected compulsory enrolments* for the upcoming academic year.
- Used to calculate the maximum reserve capacity a course is likely to require.
- Pre-filled with relevant course data from MyCampus and CMIS (Columns A–I).
- Includes the maximum suggested reserve capacity per course (Column J). An example of this calculation is included in [appendix ii](#).

Please note, this report exclusively reflects compulsory enrolment projections and does not account for additional enrolment categories, such as study abroad or exchange students, or any other special admission criteria.

Reserve Capacity Baseline File (Request for Changes)

The *Reserve Capacity Baseline File (Request for Changes)* contains the data from the above file and is shared with Schools and Colleges for review and College-approved adjustments.

Schools and Colleges use this file to:

- Confirm whether a reserve capacity will be applied to each course.
- Indicate whether the TOTAL course reserve capacity (i.e. if there is more than one reserve capacity applied across multiple course sections, then this is the sum of all) will exceed the suggested maximum.

Editable fields include:

- **Columns K–N:** For School input.
 - Columns A–D can also be edited for School input (i.e. to add a course to the table).
- **Columns O–P:** For College review and approval.

Where Colleges approve course reserve capacities that exceed the suggested maximum and/or approve reserve capacities for courses not already listed, these changes will be incorporated into the final version of the *Reserve Capacity Baseline File*.

Reserve Capacity Baseline File (Request for Changes) - Sections

This file is divided into two key sections:

1. Pre-Populated Baseline Data (Columns A–J)

This section contains the current data from the *Reserve Capacity Baseline File*.

	A	B	C	D	E	F	G	H	I	J
1	Reserve Capacity Baseline File									
2	college	course_ID	subject	catalog	total_enrl_count_24	total_enrl_count_by	proportion_of_total	cmis_course_size_2	calculated_total_enr	maximum_suggeste
	College associated with the course ID	Course identifier: Subject + Catalog Number	Course identifier: Subject	Course identifier: Catalogue Number	The number of students that enrolled on the course in the previous term (24/25)	The number of students that enrolled on the course as a compulsory component on plan in the previous term (24/25)	The proportion of students that enrolled on the course as a compulsory component on plan in the previous term (24/25)	Current course size in CMIS (timetabling tool) based on the maximum sum of course group sizes (by type)	The proportion of students that enrolled on the course as a compulsory component on plan in the previous term (24/25) multiplied by the current course size in CMIS. Maximum value set to CMIS Course Size.	The maximum suggested Course Reserve Capacity is +10% to the estimated total enrolment count (Plan Compulsory) 25/26 (column G). Maximum value set to CMIS Course Size.
3										
4	CoSS	ACCFIN1003	ACCFIN	1003	239	229	0.96	273	262	273
5	CoSS	ACCFIN1004	ACCFIN	1004	231	228	0.99	240	237	240
6	CoSS	ACCFIN1007	ACCFIN	1007	225	120	0.53	230	123	135

[Fig 1. Screenshot of columns A-J of Reserve Capacity Baseline File (Request for Changes)]

It is pre-populated using data extracted from MyCampus and CMIS (the timetabling tool), and includes:

- Historical enrolment figures.
- 25/26 course sizes.
- The proportion of students enrolled in the course as a compulsory component on plan.
- The maximum suggested reserve capacity for each course.

There will be some cases where plan rules and/or input data does not produce figures reflective of anticipated compulsory numbers – in cases where a course reserve capacity is required which exceeds the suggested maximum, local areas should indicate this by completing the relevant fields in the next section.

2. Editable Fields for School and College Input (Columns K–P)

This section captures local decision-making and is split into two parts:

	K	L	M	N	O	P
1	School Reserve Capacities			College Approval		
2	Will a reserve capac	If yes, what is the to	difference_maximu	If the reserve capac	Approve the indicat	Additional Informati
	Indicate whether a reserve capacity will be set for this course? (Y/N)	If yes, indicate what the total reserve capacity will be set for this course? Else, put NA.	CALC: Where the reserve capacity indicated in column K exceeds the maximum suggested reserve capacity in column L, the additional percentage difference will be shown	If the reserve capacity indicated in column K exceeds the maximum suggested reserve capacity for the course, please provide the reasoning behind this decision. Else, put NA.	College Leadership to indicate whether indicated total reserve capacity [column L] is approved (Y/N)	Where relevant, provide reasoning for non approval.
3						
4			NA			
5			NA			
6			NA			

[Fig 2. Screenshot of columns K-P of Reserve Capacity Baseline File (Request for Changes)]

- Columns K–N (School): Used by Schools to confirm whether a reserve capacity will be applied, specify the TOTAL reserve capacity for each course, and provide justifications if the proposed TOTAL reserve capacity exceeds the suggested maximum for the course.
- Columns O–P (College): Used by Colleges to review and either approve or reject:
 - Reserve capacities that are higher than the maximum suggested; and/or,
 - Reserve capacities applied to courses not originally included in the dataset.

Field descriptors on the Excel will appear directly under the table headings. These descriptors are also listed under [appendix iii](#).

Reserve Capacity Baseline File (Request for Changes) - Completion

Upon receipt of the *Reserve Capacity Baseline File (request for changes)*, local teams should:

- **Step 1:** Review the course data and the maximum suggested reserve capacity (Columns A–J).
- **Step 2:** For courses which are to have a reserve capacity applied, complete Columns K–N. Remember, this is the TOTAL reserve capacity applied on a course (i.e. if there is more than one reserve capacity applied across multiple course sections, then this is the sum of all).
 - For courses which are to have a reserve capacity but do not exist in the file, complete columns A–D on a new row of the excel table before completing Columns K–N.
- **Step 3:** Save file as
Reserve_Capacity_Baseline_File_Changes_(<LocalAreaName>_<Date>).xlsx
For example, **Reserve_Capacity_Baseline_File_Changes_(ASBS_02.07.25).xlsx**
- **Step 4:** Send file to College PS Leadership for review and approval.

Reserve Capacity Baseline File (Request for Changes) - Returns

Following College review of a School's *Reserve Capacity Baseline File (Request for Changes)*, College teams will return outcomes to local teams and to REOG/R2E.

- **Approved Items**
 - Local teams enter reserve capacities into **MyCampus**, referring to Moodle training if required. For technical guidance, see page 7 of '[MyCampus Enrolment Controls](#)'.
 - Where relevant, REOG/R2E will update the *Reserve Capacity Baseline File* to reflect College-agreed changes to the maximum suggested reserve capacities.
- **Non-Approved Items**
 - Local teams should set reserve capacities that DO NOT exceed the suggested maximum reserve capacity indicated in the *Reserve Capacity Baseline File*.

Monitoring and Adjustment of Reserve Capacities

Monitoring Reserve Capacities

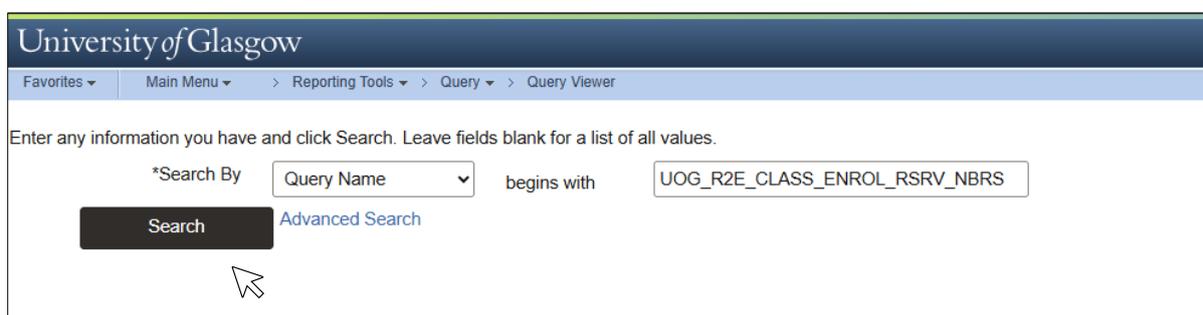
Colleagues should continue to monitor and review the need for reserve capacities throughout the enrolment period.

To assist with the monitoring of course reserve capacities, there are two main [MyCampus](#) queries:

- **UOG_CLASS_ENROL_RSRV_NBRS** - this report will show you all reserve capacities for every course, the sequence in which they are applied, the date on which they were applied and any historical values set for those reserve capacities.
- **UOG_R2E_CLASS_ENROL_RSRV_NBRS** - this report is the same as the above. However, it is modified to only show the reserve capacities which are currently active (i.e. previous values are excluded).

Obtaining these reports:

1. Go to **MyCampus > Reporting Tools > Query Viewer**
2. Search for: UOG_R2E_CLASS_ENROL_RSRV_NBRS (or UOG_CLASS_ENROL_RSRV_NBRS)



[Fig 3. Screenshot of MyCampus Query Viewer]

3. Select **Excel**, enter **2025**, and download the file



[Fig 4. Screenshot of UOG_R2E_CLASS_ENROL_RSRV_NBRS query inputs]

Additionally, and to assist further with efforts to monitor course reserve capacities, the REOG

SharePoint site will have a list, [Class Enrolment Reserve Numbers](#), available throughout the enrolment period (until the end of Add/Drop). The list pulls UOG_R2E_CLASS_ENROL_RSRV_NBRS data, which is individual course section reserve capacity data, and automatically sums course section total enrolment capacities, total enrolments, total reserve capacities and total reserve enrolments.

Subject	Catalog	Section	Enrl Stat	Rq Group	Reserve Ca...	ERG Descr	Reserve En...
PSYCH	1001	LC01	Open	014961	1	PSYCH On Plan Lev	180
PSYCH	1001	LC01	Open	015639	2	You must be a Leve	25

[Fig 5. Screenshot of UOG_R2E_CLASS_ENROL_RSRV_NBRS query fields on REOG SharePoint list]

From these values, the system also calculates the **total spaces remaining for the entire course**. These are displayed as follows:

- **Orange:** Total spaces remaining in the course (including both reserved and unreserved spaces)
- **Green:** Total **unreserved** spaces remaining
- **Red:** Total **reserved** spaces remaining

Please note that in cases where courses are over-enrolled, the ‘space remaining’ values may appear as negative numbers.

Total Reser...	Total Enrol...	Total Enrol...	Total Spac...	Total Reser...	Total Reser...	Total Unre...	Total Reserved ...
# 167	# 290	# 275	15 (Orange)	205	# 192	2 (Green)	13 (Red)
# 25	# 290	# 275	15 (Orange)	205	# 192	2 (Green)	13 (Red)

[Fig 6. Screenshot of class space calculation fields on REOG SharePoint list]

Important: the list is scheduled to update daily and will be accessible only throughout the enrolment period. If the SharePoint list is inaccessible for any reason, colleagues should access the data directly from MyCampus (using query UOG_R2E_CLASS_ENROL_RSRV_NBRS).

Field descriptors on the SharePoint will appear directly upon left-clicking a value. These descriptors are also listed under [appendix iv](#).

Adjusting Reserve Capacities

Generally, reserve capacities are lowered over time; however, it is not uncommon for a course’s total reserve capacity to increase. In latter cases, colleagues should be mindful that, as detailed in the next section, courses which see their total reserve capacity exceed their suggested maximum reserve capacity will be flagged for review in the *Reserve Capacity Control Report*. Therefore, it is imperative

that colleagues intending to exceed the maximum suggested reserve capacity for a course seek College pre-approval in advance of keying in the new reserve capacity.

Reserve Capacity Control Report

The *Reserve Capacity Control Report* is a daily report, run by REOG/R2E, monitoring current course reserve capacities against the agreed maximums recorded in the *Reserve Capacity Baseline File*.

Where a course’s current reserve capacity exceeds the agreed maximum, the matter will be referred to the relevant College Professional Services Leadership for case-by-case review and approval.

Subject	catalog	Total Enrol...	Total Enrol...	Total Reser...	Total Reser...	Total Reser...	Total Reser...	Control
ECON	4012	# 100	# 67	29	50	21	0.72	Review
ECON	4021	# 99	# 60	0	10	10		Review

[Fig 7. Screenshot of Reserve Capacity Control Report]

Field descriptors on the SharePoint will appear directly upon left-clicking a value. These descriptors are also listed under [appendix v](#).

Important: Local teams must engage with their College Professional Services Leadership in advance if they intend to exceed the suggested maximum reserve capacity. Pre-approval or early notification is essential to avoid situations where a College is unaware of requests from their own local areas being flagged in the control report.

Reserve Capacity Control Report - Next Steps

Following College Professional Services Leadership review of the *Reserve Capacity Control Report*, colleagues will ONLY be notified where an exceedance of the maximum reserve capacity is not approved. In such cases:

- Your College Professional Services Leadership will inform you that the reserve capacity has not been approved.
- You will be asked to adjust the reserve capacity to a value at or below the suggested maximum.

Where exceedance of the maximum reserve capacity is approved, the current total of the course reserve capacity will be recorded as its approved maximum reserve capacity in the *Reserve Capacity Baseline File*; this ensures the course is not flagged again in subsequent control reports.

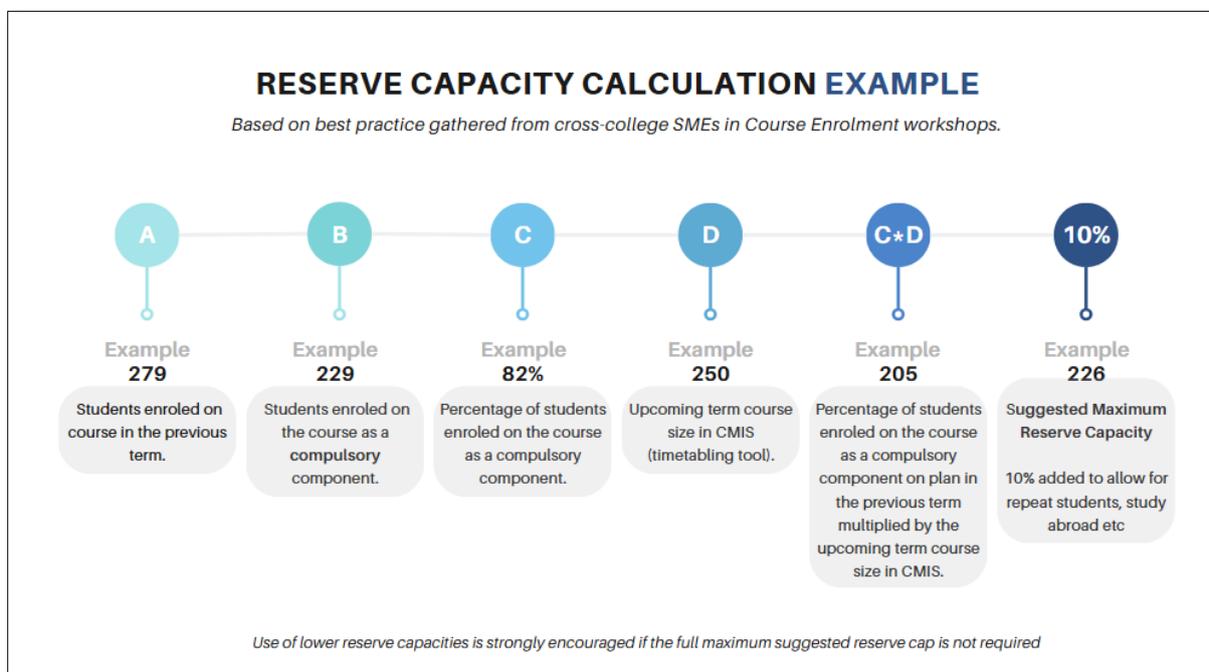
Appendix i – Roles & Responsibilities

The following roles and responsibilities are outlined in this guidance document:

Role	What They Do
School PS	<i>Review and submit Reserve Capacity Baseline File (Request for Changes).</i>
College PS	<i>Review and approve changes to Reserve Capacity Baseline File.</i>
College PS Leadership (1 representative from each College)	<i>Review and approve ongoing changes via Reserve Capacity Control Report.</i>
Independent Reviewer	<i>Support College PS Leadership action and resolution on changes via Reserve Capacity Control Report.</i>
R2E/REOG	<i>In consultation with MSDI, create Reserve Capacity Baseline File. In addition, coordinate administrative actions regarding the production, dissemination and completion of the Reserve Capacity Baseline File (Request for Changes) and the Reserve Capacity Control Report.</i>
Course Enrolment Project Team	<i>Provision of process support – where colleagues require additional support or have any questions, email routestoenrolment@glasgow.ac.uk.</i>

Appendix ii – Reserve Capacity Calculation Example

The following is an example of the reserve capacity calculation.



[Fig 8. Image of an example of the reserve capacity calculation – Text: Reserve Capacity Calculation Example. Based on best practice gathered from cross-college SMEs in Course Enrolment workshops. Step 1: Students enrolled on course in the previous term (value A – ex. 279). Step 2: Students enrolled on the course as a compulsory component (value B – ex. 229). Step 3: Percentage of students enrolled on the course as a compulsory component (value C – ex. 82%). Step 4: Upcoming term course size in CMIS (Timetabling Tool) (value D – ex. 250). Step 5: Percentage of students enrolled on the course as a compulsory component on plan in the previous term multiplied by the upcoming term course size in CMIS (product C * D – ex. 205). Step 6: Suggested Maximum Reserve Capacity – 10% added to allow for repeat students, study abroad etc (add 10% - ex. 226)].

Appendix iii – Field Descriptors (Baseline File)

Field descriptors on the Excel will appear directly under the table headings. These descriptors are also listed below:

Column	Column Name	Description
A	college	College associated with the course ID (i.e. CoSS)
B	course_ID	Course identifier: Subject + Catalog Number (i.e. ECON5100P)
C	subject	Course identifier: Subject (i.e. ECON)
D	catalog	Course identifier: Catalogue Number (i.e. 5100P)
E	total_enrl_count_24/25	The number of students that enrolled on the course in the previous term (24/25).
F	total_enrl_count_by_plan_compulsory_24/25	The number of students that enrolled on the course as a compulsory component on plan in the previous term (24/25).
G	proportion_of_total_enrl_count_plan_compulsory_24/25	The proportion of students that enrolled on the course as a compulsory component on plan in the previous term (24/25).
H	cmis_course_size_25/26	Current course size in CMIS (timetabling tool) based on the maximum sum of course group sizes (by type).
I	calculated_total_enrl_count_plan_compulsory_25/26	The proportion of students that enrolled on the course as a compulsory component on plan in the previous term (24/25) multiplied by the current course size in CMIS. Maximum value set to CMIS Course Size.
J	maximum_suggested_course_reserve_capacity_25/26	The maximum suggested Course Reserve Capacity is +10% to the estimated total enrolment count (Plan Compulsory) 25/26. Maximum value set to CMIS Course Size.
K	Will a reserve capacity be applied to the course? (Y/N)	This field is for local teams to indicate whether a reserve capacity will be set for the course.
L	If yes, what is the total reserve capacity being applied for the course?	Where column K is 'Yes', this field is for local teams to indicate what the total reserve capacity will be set for the course.
M	difference_maximum_suggested_course_reserve_capacity_25/26	Where the reserve capacity indicated in column K exceeds the maximum suggested reserve capacity, the percentage increase will be shown automatically.
N	If the reserve capacity exceeds the maximum suggested reserve capacity, please provide the reasoning behind this decision.	If the reserve capacity indicated in column K exceeds the maximum suggested reserve capacity for the course, local teams should provide the reasoning behind this decision.

O	Approve the indicated total reserve capacity? (Y/N)	This field is for College Leadership to indicate whether the indicated total reserve capacity for the course is approved.
P	Additional Information to support Approval/ Rejection	This field is for College Leadership to provide reasoning for non-approval where applicable.

Appendix iv – Field Descriptors (Class Enrolment Reserve Numbers)

Field descriptors on the SharePoint will appear directly upon left-clicking a value. These descriptors are also listed below:

Column Name	Description
Subject	This field relates to the subject of the course for which the reserve capacity is applied.
Catalog	This field relates to the catalogue number of the course for which the reserve capacity is applied.
Section	This field relates to the specific component/section of the course for which the reserve capacity is applied.
Enrl Stat	This field contains the enrolment status of the requirement group.
Rq Group	This field relates to the requirement group that defines the reserve capacity.
Reserve Capacity Sequence	This field relates to the sequencing of the requirement group (i.e. some course sections can have more than one requirement group).
ERG Descr	This field contains the long description associated with the requirement group.
Reserve Enrl Cap	This field relates to the reserve capacity being applied to the requirement group (i.e. ECON1001 - RQ GRP 190021).
Total Reserve Enrolments	This field relates to the enrolments for the requirement group (i.e. ECON1001 - RQ GRP 190021).
Total Enrol Capacity (Section)	This field relates to the TOTAL enrolment capacity for the course section (i.e. ECON1001 WK01).
Total Enrol (Section)	This field relates to the TOTAL enrolments for the course section (i.e. ECON1001 WK01).
Total Spaces Remaining (Section)	This field calculates the TOTAL spaces remaining on the course section (i.e. the total enrolment capacity for the course section minus the total enrolments for the course section).
Total Reserve Capacity (Section)	This field relates to the TOTAL reserve capacity for the course section (i.e. ECON1001 WK01).
Total Reserve Enrol (Section)	This field relates to the TOTAL reserve enrolments for the course section (i.e. ECON1001 WK01).
Total Unreserved Spaces Remaining (Section)	This field calculates the spaces remaining on the course section which are NOT reserved (i.e. the total spaces remaining minus the total spaces remaining which are covered by a reserve capacity).
Total Reserved Spaces Remaining (Section)	This field calculates the spaces remaining on the course section which ARE covered by a reserve capacity (i.e. the total reserve capacity for the course section minus the total reserve enrolments for the course section).

Appendix v – Field Descriptors (Reserve Capacity Control Report)

Field descriptors on the SharePoint will appear directly upon left-clicking a value. These descriptors are also listed below:

Column Name	Description
Subject	This field relates to the subject of the course for which the reserve capacity is applied.
Catalog	This field relates to the catalogue number of the course for which the reserve capacity is applied.
Total Enrol Capacity (Course)	This field relates to the TOTAL enrolment capacity for the course (i.e. ECON1001 has a capacity of 60).
Total Enrol (Course)	This field relates to the TOTAL enrolments for the course (i.e. ECON1001 has 50 enrolments so far).
Total Reserve Capacity (Baseline)	This field relates to the TOTAL reserve capacity for the course agreed in the Baseline file (i.e. ECON1001 has an agreed maximum reserve capacity of 30).
Total Reserve Capacity (Course)	This field relates to the current TOTAL reserve capacity for the course (i.e. ECON1001 currently has a reserve capacity of 25).
Total Reserve Capacity (# Difference)	This field relates to the numerical difference between the current course reserve capacity and the agreed maximum reserve capacity in the Baseline File.
Total Reserve Capacity (% Difference)	This field relates to the percentage difference between the current course reserve capacity and the agreed maximum reserve capacity in the Baseline File.
Control	This field flags items for review where the current course reserve capacity is greater than the agreed maximum reserve capacity in the Baseline File.
Approver Fields	These fields show the responses from approvers regarding (dis)agreement to increase the reserve capacity in the Baseline File to that which is currently set for the course.
Update Baseline	This field indicates when the automatic process to increase the reserve capacity in the Baseline File has been initiated.