

Overrides and Classroom Capacity Considerations

The number of enrolled students must not exceed the maximum capacity as listed on [Classroom Capacities](#).

Departments are responsible for verifying that the number of registered students in an assigned location does not exceed maximum capacity.

Departments must confirm the total enrollment in Overlapped (combined) sections does not exceed the maximum capacity of the assigned location.

Workday has two different types of capacity overrides: **Capacity** and **Reserved Capacity**.

A **Capacity** override could refer to the following:

- **Enrollment** Capacity: This refers to the number of students that can be enrolled in a class before the class is closed.
- **Maximum** Capacity: This refers to the actual number of seats in a classroom. The number of enrolled students must not exceed the maximum capacity of the assigned location

Resource: [Classroom Capacities](#) can be bookmarked by admin users as a way to quickly check a location's maximum seat capacity.

A **Reserve Capacity** functions similarly to an eligibility rule and could refer to the following:

- Cohort membership - online/non-online
- Consent - instructor/department consent
- Reserve capacity does not indicate enrollment or seat capacity

Capacity overrides require approval from both the instructor and the department.

While registration is open, departments will have to process the enrollments that require a capacity override, and departments will be responsible for verifying that the enrollment will not put the class above maximum capacity.

Once registration closes, all late registrations go through the Registrar's Office, and the department is responsible for checking capacity before signing off on the ACOR. If a late registration requires a capacity override that is not indicated on the ACOR form, it will not be processed.

Example

A classroom has a maximum seat capacity of 35. This means there are 35 chairs in the room for students to sit in.

CLASS 10101 is held in that room that has an enrollment capacity of 30. This means that 30 kids can enroll, and then the class is closed.

If the instructor and department give permission, 5 more students can be added to the class via an administrative capacity override, for a total of 35 students. In this example, the department could not approve a 6th student into the class because it would put the class above maximum seat capacity.

Additional Resources

[Academic Semester Calendar](#)

[Administrative Calendar](#)

[ACOR Form](#)

[Classroom Capacities](#)

