



How to Find Student Condition Rules for Reserve Capacity

Learning Objective

Department Admin, who support scheduling activities can:

- use the **“Student Condition Rules for Reserved Capacity - Central”** report to find existing student eligibility rules in the system
- understand how to review the meaning of a Student Condition Rule.
- follow the process to request the creation of new student condition rules

Overview

Using reserved capacity on a course section requires the use of Student Condition rules. These rules identify the students who should be eligible for that reserved capacity.

Student condition rules belong to a larger list of **“eligibility rules”**. Eligibility rules are used for a variety of processes in Workday Student and are not specific to Reserved Capacity. They can only be created by specific users, and as a result, requests for new rules must be submitted to IRP Academic Foundation through a Service Now ticket. Student Condition Rules for Reserved Capacity will always begin with **“Students in – ”**. No other rules should be used for Reserved Capacity.

A report has been created to help review existing rules to determine if the rule already exists or if a request needs to be made to edit an existing rule or create a new rule.

For launch of Workday Student, many rules have already been created based on existing seat pools with single conditions from the SISC (for example, ‘Students in – 1st Year’). Multiple condition rules (for example, ‘Students in – 1st Year AND B.A.’), have not been created and can be created upon request.

This document provides instructions on accessing and using a report to search for the applicable rule(s) when setting up reserved capacity. This report shows the detail and meaning of each existing eligibility, allowing Department Admin to check if they need to request a new eligibility rule. The document also includes a section to explain the student condition rules.

Task Instruction

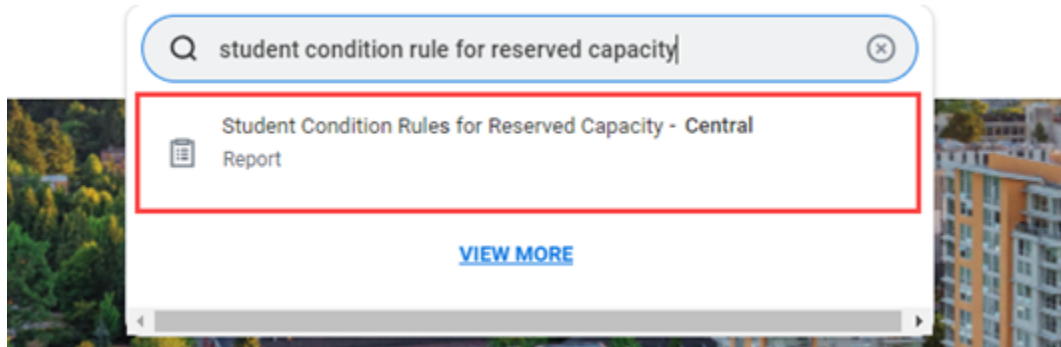
1. Type **“Student Condition Rules for Reserved Capacity – Central”** into the search bar
2. (Optional) Enter keywords starting with **“Students in “**
If this field is left blank, it will return all student condition rules for reserved capacity
3. Review the details and meanings of eligibility rules
4. If needed, request the creation of a new student condition rule or an edit to an existing rule via Service Now ticket.



Detailed Instruction

1. Run the Report

- a. In the screen bar type “**Student Condition Rule for Reserved Capacity – Central**”



- b. **(Mandatory)** - In **Condition Rule Name Contains** field, narrow the search prior to running the report by typing in keywords starting with “**Student in**”
- c. In this example, “**Student in – 1st Year**” is entered. This will return all rules that include those keywords. Refer to the “Student Condition Rules Format” section of this document for information about how rules will look.

Note: by leaving this field blank, the report will return all available reserved capacity rules. Once the report is run, the column filters can be user to refine the search.

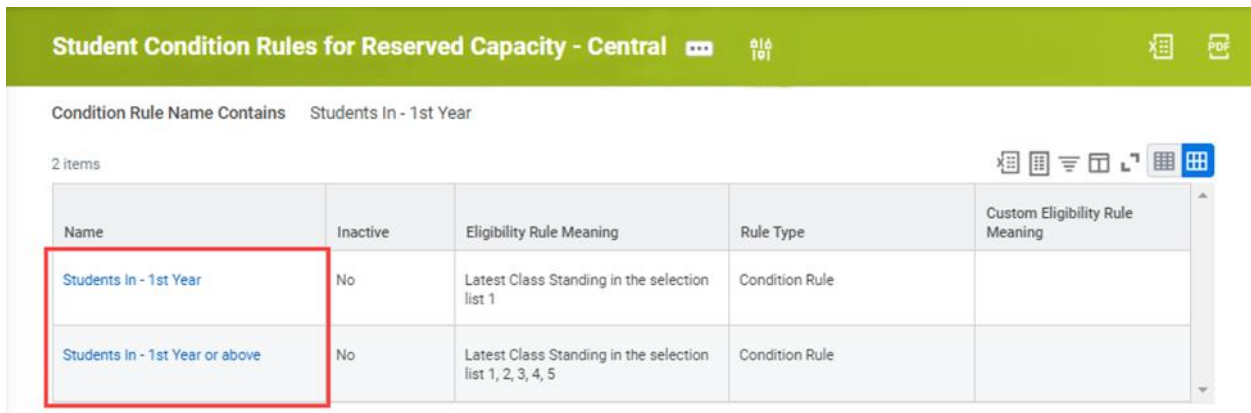
A screenshot of a configuration window titled "Student Condition Rules for Reserved Capacity - Central". The window has a close button (X) in the top right corner. Below the title, there is a section labeled "Condition Rule Name Contains" with a text input field containing "Students In - 1st Year". Below this, there is a "Filter Name" input field, a "Manage Filters" button, and a "Save" button. At the bottom of the window, there are two buttons: "OK" (orange) and "Cancel" (white with a grey border). The text "0 Saved Filters" is visible below the "Manage Filters" button.



d. Click  to run the report

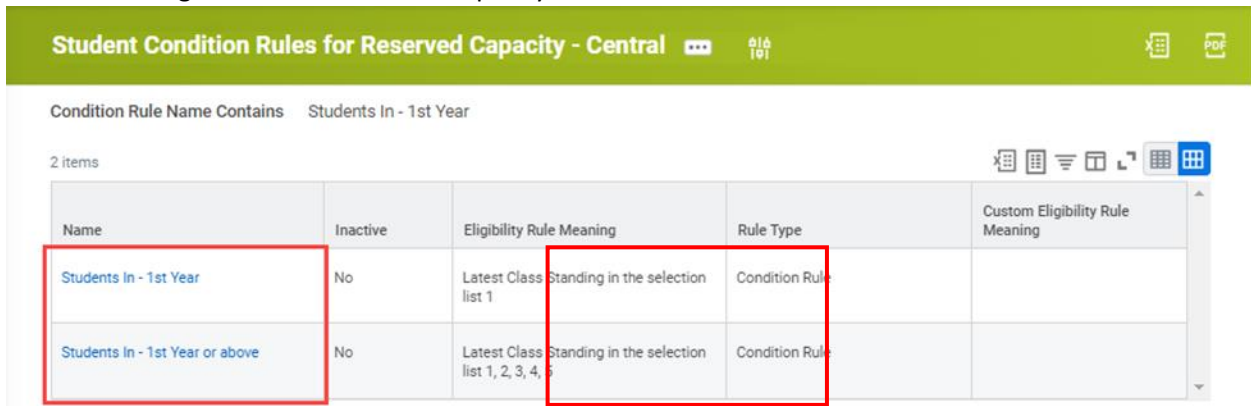
2. Review the report

Note: We recommend exporting the report into excel for ease of viewing. The report will show a list of Condition Rules that contain “Students In – 1st Year” in its name



Name	Inactive	Eligibility Rule Meaning	Rule Type	Custom Eligibility Rule Meaning
Students In - 1st Year	No	Latest Class Standing in the selection list 1	Condition Rule	
Students In - 1st Year or above	No	Latest Class Standing in the selection list 1, 2, 3, 4, 5	Condition Rule	

a. View the meaning of the eligibility. This will further explain what type of students are eligible for that reserved capacity.



Name	Inactive	Eligibility Rule Meaning	Rule Type	Custom Eligibility Rule Meaning
Students In - 1st Year	No	Latest Class Standing in the selection list 1	Condition Rule	
Students In - 1st Year or above	No	Latest Class Standing in the selection list 1, 2, 3, 4, 5	Condition Rule	

b. After finding the applicable Eligibility Rule, return to the course section definition to edit the Reserve Capacity.

Step 3: Request the creation of a new eligibility rule

a. If, after you run the report and the rule doesn't exist or the rule needs to be updated, submit a Service Now ticket [here](#)

****Please note this link is specific to requests for reserve capacity rules***



Student Condition Rule Format

When searching for Student Condition Rules for Reserved Capacity, one of the following formats will be used:

Format	Example
Students in – [YEAR]	Students in – 2 nd Year or above
Students in – Any programs in [SPECIALIZATION] – ([CAMPUS])	Students in – Any programs in English (Okanagan)
Students in – Graduate program specializations in [PROGRAM] – ([CAMPUS])	Students in – Graduate program specializations in Education (Okanagan)
Students in – Undergraduate program specializations in [SPECIALIZATION] – ([CAMPUS])	Students in – Undergraduate program specializations in Chemistry – (Okanagan)
Students in – [DEGREE PROGRAM] – ([CAMPUS])	Students in – B.Sc in Biology (Okanagan)
Students in – [FACULTY/SCHOOL]	Students in – Faculty of Arts
Students in – [MAJOR/MINOR/HONOURS] in [SPECIALIZATION]	Students in – Major in Geography (Okanagan)