

## Updating Enrollment Caps in CheckMarq AFTER the SOC Building Period has Closed

SOC Builders and Registration Monitors have access to update enrollment caps for classes during a given term via CheckMarq up through the end of the term.

**Navigate to Curriculum Management, Schedule of Classes, and then Update Sections of a Class.**

Schedule of Classes		
Maintain schedule of classes information.		
<a href="#">Class Search</a> View the schedule of classes.	<a href="#">Schedule New Course</a> Schedule a new class.	<a href="#">Maintain Schedule of Classes</a> Add, view, and update schedule of classes data.
<a href="#">Schedule Class Meetings</a> Add, view, and update meeting, facility, and instructor assignments for a class.	<a href="#">Adjust Class Associations</a> Adjust units, change instructor edit views, and select blind grading option.	<a href="#">Update Sections of a Class</a> View and update class section summary information for a course.
<a href="#">Print Class Schedule</a> Produce the schedule of classes report for a term.	<a href="#">Exam Code Table</a> Define exam time codes for different types of examinations.	<a href="#">Generate Exam Schedule</a> Generate exam schedule by institution and term.
<a href="#">Resource Queue Cleanup</a> Resource Queue Cleanup.		

**Enter the Term, Subject, and Catalog Number to search for the appropriate class.**

### Update Sections of a Class

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution: = ▼ MARQU 🔍

Term: = ▼ 1500 🔍

Subject Area: = ▼ SPAN 🔍

Catalog Nbr: begins with ▼ 3500

Academic Career: = ▼

Campus: begins with ▼ 🔍


Description: begins with ▼

Course ID: begins with ▼ 🔍

Course Offering Nbr: = ▼ 🔍

Academic Organization: begins with ▼

Case Sensitive


Search Clear [Basic Search](#)  [Save Search Criteria](#)


Click on the Class Enrollment Limits tab and update the necessary enrollment caps in the appropriate Enrl Cap field. Click Save.


## Update Sections of a Class

Course ID: 006945 Course Offering Nbr: 1  
Academic Institution: Marquette University  
Term: 2016 Spring Term Undergrad  
Subject Area: SPAN Spanish  
Catalog Nbr: 3500 Literary Analysis in Spanish

Class Sections							
Class Status		Class Enrollment Limits					
Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot
Regular	101	1496	Lecture	18	24		
Regular	102	1497	Lecture	18	22		
Regular	103	1498	Lecture	18	20		
Regular	104	6062	Lecture	20	16		

 Save

 Return to Search

 Notify