Subject Database
Quota Reset

If you want to prevent students from enrolling in a subject instance once the quota has been reached and students subsequently withdraw, you should set the Quota Reset option to Y for the subject instance. If you don’t care who enrolls in the subject once the quotas has been reached and students start to withdraw, leave the Quota Reset option set to N.

If the Quota Reset option is set to Y, once the quota is reached, the system automatically changes the quota to 1, so no matter how many students withdraw, no other students will be able to come along and enrol.

Staff in the Faculty will have maintained a list of students who wish to enrol in the subject instance, they will decide on who should be enrolled and then contact staff in ARD to enrol the students.

From the SAI Main Menu select the following

Subject Database
Maintain the UOW Subject Database

Select the Calendar, Faculty then School/Department (by clicking on the links). Scroll down to the subject you wish to maintain and click on the link to Maintain Data. The Maintain Subject Details screen will appear:

Scroll down to the Subject Instance List section

Click on the Instance for which you would like to set the Quota Reset Option.
The Maintain Subject Instance Details screen will appear as follows:

Modify the following fields:

- **Quota**: Enter the Quota (if there isn’t a quota already set)
- **Quota Reset**: Select Y from the Drop Down menu to turn on the Quota Reset Function. (The Quota reset is useful if you want to maintain a waiting list for students. Once the quota is reached it resets to 1 then faculty can manually add students from the waiting list if others withdraw.)
- **Reason for Edit**: Enter a reason for the changes
  Click to **Save** the changes (an error message will appear if a reason is not entered)

**Reporting on Quota Resets**
The Subject Quotas and Staff Assoc Report can be run to see whether the quota has been reset to 1 already. That is, enrolment quota reached and reset to 1.
From the SAI Main Menu select the following:
- **Report System**
- **Subject Quotas and Staff Assoc**
## Version Control Table

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<thead>
<tr>
<th>Version Control</th>
<th>Date Released yymmdd</th>
<th>Approved By</th>
<th>Amendment</th>
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<tbody>
<tr>
<td>1.0</td>
<td>060227</td>
<td>Debbie Sartori – Specialist, Student Systems – ARD Student Systems</td>
<td>First Released Version</td>
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<tr>
<td>2.0</td>
<td>100818</td>
<td>Tracey Myers - Specialist, Student Systems – ARD Student Systems</td>
<td>Updated screen shots</td>
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<tr>
<td>3.0</td>
<td>130827</td>
<td>Trang Nguyen - Specialist, Student Systems – ARD Student Systems</td>
<td>Rebranded with UOW logo and updated footer information.</td>
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<tr>
<td>4.0</td>
<td>141020</td>
<td>Debbie Sartori – Senior Manager – Student Services Division – Student Systems</td>
<td>Notes revised and updated for changes to online help</td>
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<tr>
<td>5.0</td>
<td>160324</td>
<td>Trang Nguyen - Specialist, Student Systems – SSD Student Systems</td>
<td>Updated notes and images. Updated footer.</td>
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