S3. Check 2 – Action Class Capacity or Closed Class outcome

Objective	To action or seek approval to open or increase class capacities for current COE requests and progress COE to next step for approval or processing within required timeframes
What are the first steps?	1. Validate through timetabling planner if classes can be opened or increased 2. Contact APM for approval on capacity issue and any further multiple courses requiring approval 3. Confirm outcome from APM

What to do next	**Class Capacity Increase or Class Open request is approved**
	   a. Review COE notes to understand further actions
	   b. Decide on next steps
	Request is a swap or add only
	   a. Open Classes or Increase capacity
	   b. Update relevant notes
	   c. Remove your name from the assigned field
	   d. Assign to specific EA Senior Administrator
	   e. Assign to Step 5 for enrolment processing
	Class Capacity Increase or Class Open request is declined
	   a. Review COE notes to understand further actions
	   b. Decide on next steps
	Request is a swap or add only
	   a. Update relevant notes
	   b. Remove your name from the assigned field
	   c. Decline COE
	Request has multiple courses to be actioned
	   a. Update relevant notes
	   b. Remove your name from the assigned field
	   c. Assign to Step 4 for academic approval
	   d. Make notes on class capacity being declined

Policy Link Information	
Who can you escalate to?	Team Leader – Timetabling Operations Manager – Timetabling
Work Instructions	