Banner 9 Schedule Entry: Reserved Seats Instructions

Navigate to **SSASECT**, and enter an existing CRN.
Go to the second tab: **SECTION ENROLLMENT INFORMATION**.
On that page: Click on the **Reserved Seats** sub-tab.

From here – you will click on "**INSERT**" over at the far right of the screen (under Details, NOT Totals). Alternatively, press the Down Arrow key to insert.

The second box, highlighted in green, is where you will put in E as the Campus code:

Once you have entered **E** in that box, a new box will open under "Reserved Maximum" and show 0.

Here, you will enter the number of seats allowed for the E campus students. Save any changes by pressing F10. The example above will use a reserved maximum of 5 students. The section will now be set to 24 seats on the Enrollment Details screen.

SSADETL: RESE attribute must be added onto these sections as well as the AO attribute.

A few items to remember:
- If you want to restrict seats to E campus, then set the original enrollment to a lower number.
- For instance, 19 if you plan on a 24 seat class.
- Then, when you add the limit of 5 for E campus, you will have 24 total in enrollment.
- NOTE: Reserved seats only apply for Fall and Spring semesters. They are not available for the summer terms.