

## 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.

ellucian Schedule SSASECT 9.3.34 (BanProd)

Term: 911111 CRN: 4154 Subject: ENG Course: 101 Title: Beginning Composition

Course Section Information	Section Enrollment Information	Meeting Times and Instructor	Section Preferences
<b>Enrollment Details</b>	<b>Reserved Seats</b>		
<b>ENROLLMENT DETAILS</b>			
Maximum *	19	Waitlist Maximum *	
Actual	0	Waitlist Actual	
Remaining	19	Waitlist Remaining	
<input checked="" type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours	0.000

Term: 911111 CRN: 4154 Subject: ENG Course: 101 Title: Beginning Composition

Course Section Information	Section Enrollment Information	Meeting Times and Instructor	Section Preferences				
<b>Enrollment Details</b>	<b>Reserved Seats</b>						
<b>RESERVED SEATS DETAILS</b>							
Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department
<input type="checkbox"/> 1 of 1 <input type="button"/> Per Page							
Overflow	Reserved Maximum *	Actual	Remaining				
	19	0	19				
<input type="checkbox"/> 1 of 1 <input type="button"/> Per Page							
<b>RESERVED SEAT TOTALS</b>							
<input type="button"/> Delete Reserved Data							
Maximum							
Total Reserved	19						
Total Waitlist	0						

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.

**Start Over**

Insert  Delete  Copy  Filter

Matriculation Term      Graduation Term

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

RESERVED SEATS				
RESERVED SEATS DETAILS				
Level	Campus	College	Degree	Program
	***			

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

Overflow	Reserved Maximum *
<input type="checkbox"/>	19
<input checked="" type="checkbox"/>	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.

Term: 911111	CRN: 4154	Subject: ENG	Course: 101	Title:						
Course Section Information		Section Enrollment Information		Meeting T						
Enrollment Details		Reserved Seats								
▼ ENROLLMENT DETAILS										
<table><tr><td>Maximum</td><td>24</td></tr><tr><td>Actual</td><td>0</td></tr><tr><td>Remaining</td><td>24</td></tr></table>					Maximum	24	Actual	0	Remaining	24
Maximum	24									
Actual	0									
Remaining	24									
<input checked="" type="checkbox"/> Authorization Codes Active for Section      General										
Census One										

**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.