

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

Enrollment Details

Reserved Seats

ENROLLMENT DETAILS

Maximum *

19

Waitlist Maximum *

Actual

0

Waitlist Actual

Remaining

19

Waitlist Remaining

☒ 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

Enrollment Details

Reserved Seats

RESERVED SEATS DETAILS

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department
<div><div>1 of 1</div><div>3</div> Per Page</div>							
Overflow	Reserved Maximum *				Actual	Remaining	
<input type="checkbox"/>	19				0	19	
<div><div>1 of 1</div><div>3</div> Per Page</div>							

RESERVED SEAT TOTALS

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:

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 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	
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.