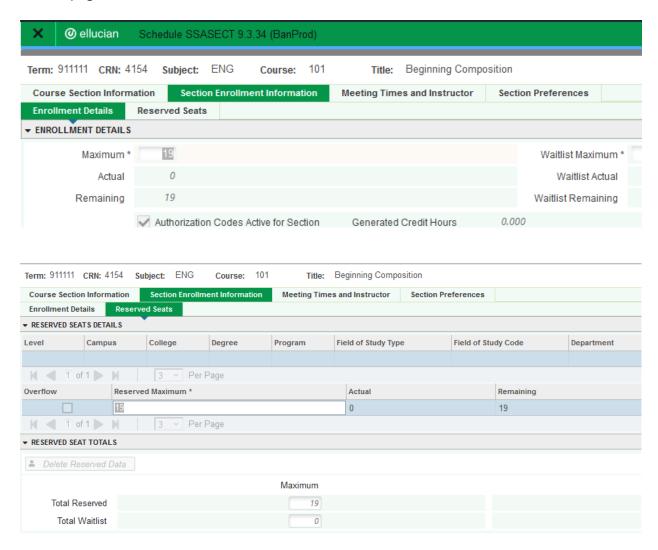
## **Banner 9 Schedule Entry: Reserved Seats Instructions**

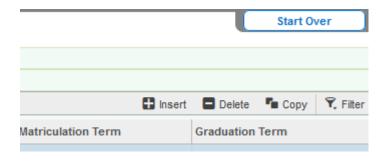
Navigate to **SSASECT**, and enter an existing CRN.

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:

Elifolimient betails Reserved Souts						
▼ RESERVED SEATS DETAILS						
Level	Campus	College	Degree	Program		
•••						
4 1 of	1 N	3 v Per F	ane ens			

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

	N Per Page
Overflow	Reserved Maximum *
	19
	0

\*\*\*You must also check the Overflow box in the E-Campus area.

Overflow	Reserved Maximum *		
	15		
$\overline{\mathbf{W}}$	3		

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 AO attribute.

Term: 911111 CRN: 1152 Subject: ARB Course: 101 Title: Elementary Arabic I

Section Links and Corequisites	Section Fees	Degree Program Attributes	Contract and Block Schedule Inf		
▼ DEGREE PROGRAM ATTRIBUTES					
Attribute *			Description		
AO			Asynchronous Online		
RESE		•••	Reserved Spaces Included		

## 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.