

## 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

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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:

Enrollment Details    **Reserved Seats**

▼ RESERVED SEATS DETAILS

Level	Campus	College	Degree	Program
	<input type="text" value="E"/>			

1 of 1    3 Per Page

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

1 of 1    3 Per Page

Overflow	Reserved Maximum *
<input type="checkbox"/>	19
<input type="checkbox"/>	0

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

Overflow	Reserved Maximum *
<input type="checkbox"/>	15
<input checked="" type="checkbox"/>	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.

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

Course Section Information    **Section Enrollment Information**    Meeting T

**Enrollment Details**    Reserved Seats

▼ ENROLLMENT DETAILS

Maximum	<input type="text" value="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 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.