

# HOW TO ADD RESERVED SEATING IN BANNER

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## REVISION HISTORY

Version	Date	Name	Description
1			Initial procedures
2	12/8/16	Margaret Stewart	Update – remove references that waitlist can be added for reserved seats (it can't).
3	12/9/16 (completed 12/14/16)	Margaret Stewart	Update – include steps on how to remove reserved seating record (if no enrollment on it) and how to close off enrollment on a reserved seating record that has enrollment

## PROPOSED TRAINING METHODOLOGY AND DELIVERY

Both online and in-person formats will be beneficial for users to receive for the same procedure. The online format allows the user to go at their own pace, write notes and questions, and absorb it without distractions. The in-person training will allow the user to ask questions, hear an explanation for why the procedures were written a certain way, receive tips and avoid pitfalls, and hear others' questions in the group. In person training allows a broader narrative of the background, context, and explanation to be shared by the trainer. The online training precedes the in-person training.

## INTRODUCTION AND PURPOSE

To provide the procedure for adding reserved seating to a course section in Banner.

## RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

The campus will be adopting Banner as the Student Information System that will be used campus wide. The Office of the Registrar, as the keeper of the class schedule and student records, will be one of the first departments to implement Banner. Academic Scheduling, once scheduling procedures in Banner have been mastered and documented, is charged with providing Banner scheduling training to the scheduling contacts in the academic departments.

## IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Academic Departments
2. Office of the Registrar – Academic Scheduling

## BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Banner Training ([bannersbx.e.ucr.edu](http://bannersbx.e.ucr.edu)) to follow along.

## FORMS

The forms listed below are covered in this training.

Form	Form Name	Description
SSASECT	Schedule	Course section information

## PROCEDURES

### ACCESSING RESERVED SEATING IN SSASECT – COURSE SECTION INFORMATION

- Note:** A course section may have attached either a waitlist **or** reserved seating – not both.
- In this first example, 25 seats in SOC 168 001 will be reserved for juniors, and 50 seats will be reserved for seniors.
- Go to **SSASECT**.
- Enter: Desired term in **Term** field.
- Enter: **CRN** of desired course.
- Click: **Next Block**.
- Click: **Section Enrollment Information** tab.
- Click: **Reserved Seats** tab.
- Screen should appear similar to the following:
  - Note:** In the below illustration, **Reserved Maximum** currently reads **148** (maximum enrollment entered on Enrollment Details tab).

The screenshot displays the SSASECT 8.7 interface for course section information. The 'Section Enrollment Information' tab is active, and the 'Reserved Seats' sub-tab is selected. The 'Reserved Maximum' field is highlighted with a red box and contains the value 148. The 'Reserved Seat Totals' table at the bottom is also highlighted with a red box, showing a total reserved of 148 seats.

Reserved Seat Totals	Maximum	Actual	Remaining	Maximum	Actual	Remaining	
Total Reserved:	148	0	148	Total Waitlist:	12	0	12

## CALCULATING RESERVED MAXIMUM

1. On **Reserved Seats** tab, each record for reserved seating contains three rows of fields.
2. Take total maximum enrollment that is displayed in the **Reserved Maximum** field of the first record (in this example, it's 148).
3. Take total number of seats being reserved for designated student populations (in this example, total seats being reserved is  $25 + 50 = 75$ ).
4. Subtract total seats being reserved from total maximum enrollment (in this example,  $148 - 75 = 73$ ).
5. Change **Reserved Maximum** amount in first record from **148** to **73**.
  - a. **Note:** Banner updates the **Total Reserved Maximum** as reserved seat amounts are added.
6. Screen should appear similar to the following:

The screenshot displays the Banner system interface for the 'Reserved Seats' tab. The top navigation bar includes fields for Term (201620), CRN (18718), Subject (SOC), Course (168), and Title (DEVELOPMNT OF SOCIOLOGICAL TI). The 'Reserved Seats' tab is active, showing a table of reserved seating records. The first record is highlighted with a red box, showing a 'Reserved Maximum' of 73. The 'Reserved Seat Totals' section at the bottom is also highlighted with a red box, showing a 'Total Reserved' of 73.

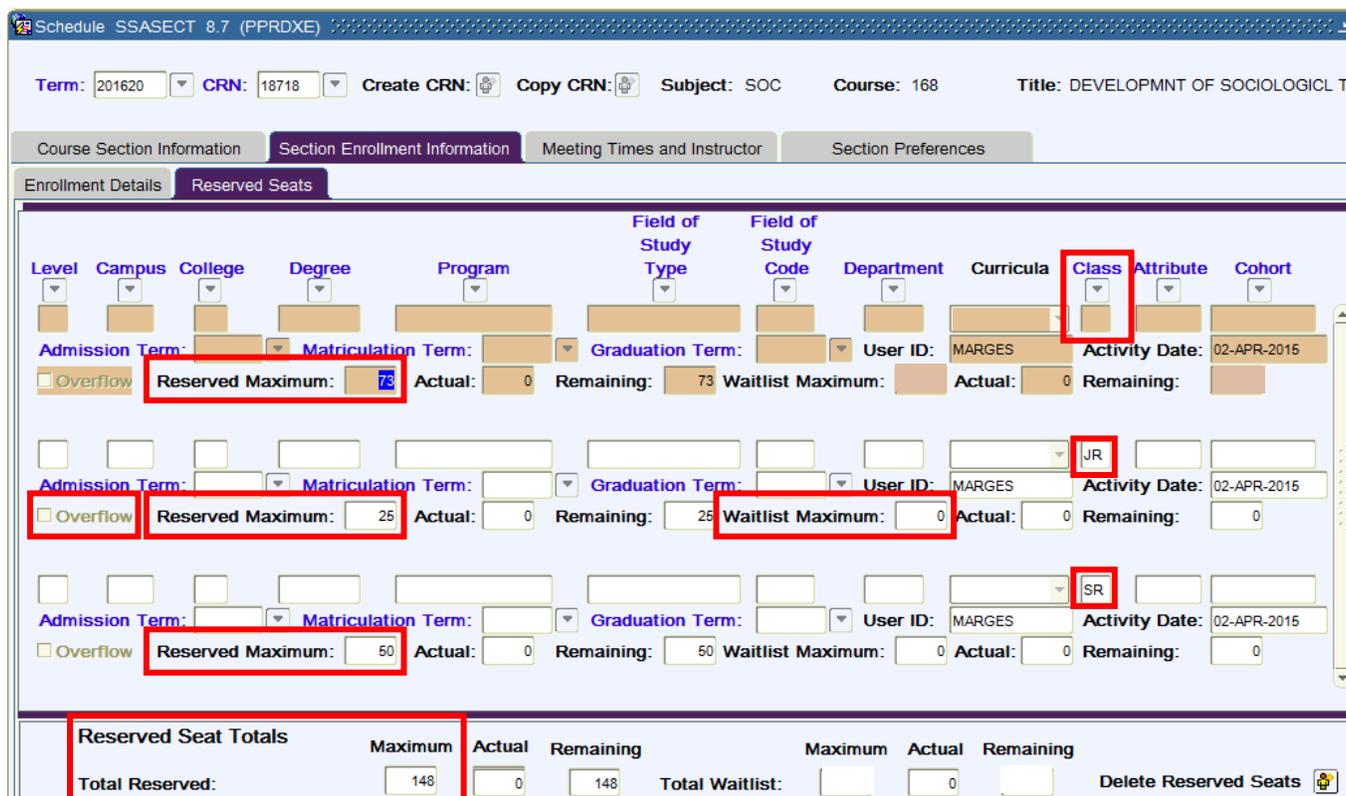
Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort
Admission Term:		Matriculation Term:		Graduation Term:		User ID:	MARGES	Activity Date:		02-APR-2015	
<input type="checkbox"/> Overflow	Reserved Maximum:		73	Actual:	0	Remaining:	73	Waitlist Maximum:		Actual:	0
Admission Term:		Matriculation Term:		Graduation Term:		User ID:		Activity Date:			
<input type="checkbox"/> Overflow	Reserved Maximum:			Actual:		Remaining:		Waitlist Maximum:		Actual:	
Admission Term:		Matriculation Term:		Graduation Term:		User ID:		Activity Date:			
<input type="checkbox"/> Overflow	Reserved Maximum:			Actual:		Remaining:		Waitlist Maximum:		Actual:	

Reserved Seat Totals			Maximum	Actual	Remaining	Maximum	Actual	Remaining
Total Reserved:			73	0	73	Total Waitlist:		0

## ENTERING RESERVED SEATING DATA – MEET ONE OR THE OTHER CONDITION TO ENROLL

1. First record represents general population (unreserved seat) enrollment. In this example, **73** seats are set aside for general population.

- a. **Note:** First record is always set aside for general population enrollment. If no seats are being set aside for general population, **Reserved Maximum** will read zero.
- b. **Note:** Any section with reserved seating should not have a **Waitlist Maximum** entered for the general population.
2. Press: Down arrow key until second record is highlighted.
3. Click: Drop-down arrow under **Class** header (above first record) to select **JR** (Junior). JR will appear in the Class field in the second record.
4. Go to **Reserved Maximum** field in second record. Enter **25**.
5. If desired, check the **Overflow** box (allow more than 25 juniors to enroll).
6. Overflow means if the reserved seats are full (in this case, seats for juniors), the reserved population can enroll in seats set aside for general population, if any of these seats are available.
7. Do not enter a **Waitlist Maximum** on the reserved seating record.
8. Press: Down arrow key until third record is highlighted.
9. Click: Drop-down arrow under **Class** header (above first record) to select **SR** (Senior). SR will appear in the Class field in the third record.
10. Go to Reserved Maximum field in third record. Enter 50.
11. If desired, check the Overflow box (allow more than 50 seniors to enroll).
12. Overflow means if the reserved seats are full (in this case, seats for seniors), the reserved population can enroll in seats set aside for general population, if any of these seats are available.
13. Do not enter a **Waitlist Maximum** on the reserved seating record.
14. Save.
  - a. **Note:** After entering all reserved seat amounts, the **Reserved Seat Totals Maximum** should equal the maximum enrollment on the **Enrollment Details** tab.
15. Screen should appear similar to the following:



16. This reserved seating scenario (minus general population seats) allows a student to enroll if they are a junior or a senior.

## ENTERING RESERVED SEATING DATA – MEET BOTH CONDITIONS TO ENROLL

1. In this example, SOC 168 002 will have 80 maximum enrollment, with 20 seats reserved for junior Sociology majors.
2. Bring up **SOC 168 002** in SSASECT.
3. Click: **Section Enrollment Information** tab.
4. Click: **Reserved Seats** tab.
  - a. **Note:** The **Reserved Maximum** currently reads **80** (maximum enrollment entered on Enrollment Details tab).
5. Screen should appear similar to the following:

The screenshot displays the SSASECT interface for course section SOC 168 002. The 'Section Enrollment Information' tab is active, and the 'Reserved Seats' sub-tab is selected. The 'Reserved Maximum' field is highlighted with a red box and contains the value 80. Below the main table, the 'Reserved Seat Totals' section shows a total reserved of 80 seats and a total waitlist of 0 seats.

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort
Admission Term:		Matriculation Term:		Graduation Term:		User ID:		Activity Date:			
<input type="checkbox"/> Overflow	Reserved Maximum:	Actual:	Remaining:	Waitlist Maximum:	Actual:	Remaining:					
	80	0	80	0	0	0					

Reserved Seat Totals			Maximum	Actual	Remaining	Maximum	Actual	Remaining
Total Reserved:			80	0	80	Total Waitlist:		
			0	0	0	Delete Reserved Seats		

6. First record: Change **Reserved Maximum** to **60** (80 maximum enrollment minus 20 seats for junior Sociology majors).
7. Press: Down arrow key until second record is highlighted.
8. Click: Drop-down arrow under **Class** header (above first record) to select JR (Junior). JR will appear in the **Class** field in the second record.
9. Click: Drop-down arrow under **Field of Study Type** header (above first record) to select **MAJOR**. MAJOR will appear in the Field of Study Type field in the second record.

10. Click: Drop-down arrow under **Field of Study Code** header (above first record) to select **SOC** (Sociology). SOC will appear in the Field of Study Code field in the second record.
11. Go to **Reserved Maximum** field in second record. Enter **20**.
12. If desired, check the **Overflow** box (allow more than 20 junior Sociology majors to enroll).
13. Do not enter a **Waitlist Maximum** on the reserved seating record.
14. Save.
  - a. **Note: Reserved Seat Totals** displays 60 seats for general population + 20 reserved seats = 80, the **Maximum** enrollment as it appears on the Enrollment Details tab.
15. Screen should appear similar to the following:

The screenshot shows the 'Reserved Seats' tab in the SSASECT 8.7 (PPRDXE) interface. The interface displays a table of reserved seating records with columns for Level, Campus, College, Degree, Program, Field of Study Type, Field of Study Code, Department, Curricula, Class Attribute, and Cohort. The first record has a Reserved Maximum of 60. The second record has a Reserved Maximum of 20, with 'MAJOR' and 'SOC' highlighted in red boxes. The 'Reserved Seat Totals' section at the bottom shows a Total Reserved of 80, with Maximum, Actual, and Remaining values for both Reserved and Waitlist categories.

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class Attribute	Cohort	Admission Term	Matriculation Term	Graduation Term	User ID	Activity Date	Reserved Maximum	Actual	Remaining	Waitlist Maximum	Actual	Remaining	
														MARGES	02-APR-2015	60	0	60	0	0	0	0
					MAJOR	SOC			JR					MARGES	02-APR-2015	20	0	20	0	0	0	0

Reserved Seat Totals		Maximum	Actual	Remaining	Maximum	Actual	Remaining	
Total Reserved:		80	0	80	Total Waitlist:	0	0	0

16. This reserved seating scenario (minus general population seats) allows a student to enroll if they are a junior and a Sociology major.

## REMOVING AND CLOSING ENROLLMENT ON A RESERVED SEATING RECORD

1. Bring up desired section in **SSASECT**.
2. Click: **Section Enrollment Information** tab.
3. Click: **Reserved Seats** tab
4. Please note following example with a Learning Community reserved seating entry:

Schedule SSASECT 8.9.2 (BANPROD)

Term: 201640 CRN: 22969 Create CRN: Copy CRN: Subject: ENGL Course: 001A Title: BEGINNING COMPOSITION

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort	
Admission Term:		Matriculation Term:		Graduation Term:		User ID:	MARGES	Activity Date:		09-DEC-2016		
<input type="checkbox"/> Overflow	Reserved Maximum:	13	Actual:	0	Remaining:	13	Waitlist Maximum:	0	Actual:	0	Remaining:	0
Admission Term:		Matriculation Term:		Graduation Term:		User ID:	MARGES	Activity Date:		09-DEC-2016		
<input type="checkbox"/> Overflow	Reserved Maximum:	10	Actual:	0	Remaining:	10	Waitlist Maximum:	0	Actual:	0	Remaining:	0

- Press the down arrow key until the reserved seating entry to be removed is highlighted.
- If the **Actual** field in the applicable reserved seating record is zero, you can remove/delete this reserved seating record by clicking **Delete Reserved Seats**. See following example:

Schedule SSASECT 8.9.2 (BANPROD)

Term: 201640 CRN: 22969 Create CRN: Copy CRN: Subject: ENGL Course: 001A Title: BEGINNING COMPOSITION

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

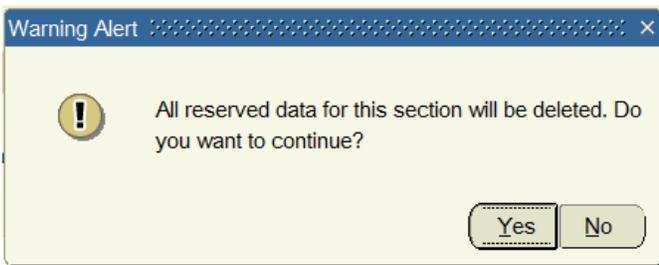
Enrollment Details Reserved Seats

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort	
Admission Term:		Matriculation Term:		Graduation Term:		User ID:	MARGES	Activity Date:		13-DEC-2016		
<input type="checkbox"/> Overflow	Reserved Maximum:	13	Actual:	0	Remaining:	13	Waitlist Maximum:	0	Actual:	0	Remaining:	0
Admission Term:		Matriculation Term:		Graduation Term:		User ID:	MARGES	Activity Date:		13-DEC-2016		
<input checked="" type="checkbox"/> Overflow	Reserved Maximum:	10	Actual:	0	Remaining:	10	Waitlist Maximum:	0	Actual:	0	Remaining:	0
Admission Term:		Matriculation Term:		Graduation Term:		User ID:		Activity Date:				
<input type="checkbox"/> Overflow	Reserved Maximum:		Actual:		Remaining:		Waitlist Maximum:		Actual:		Remaining:	

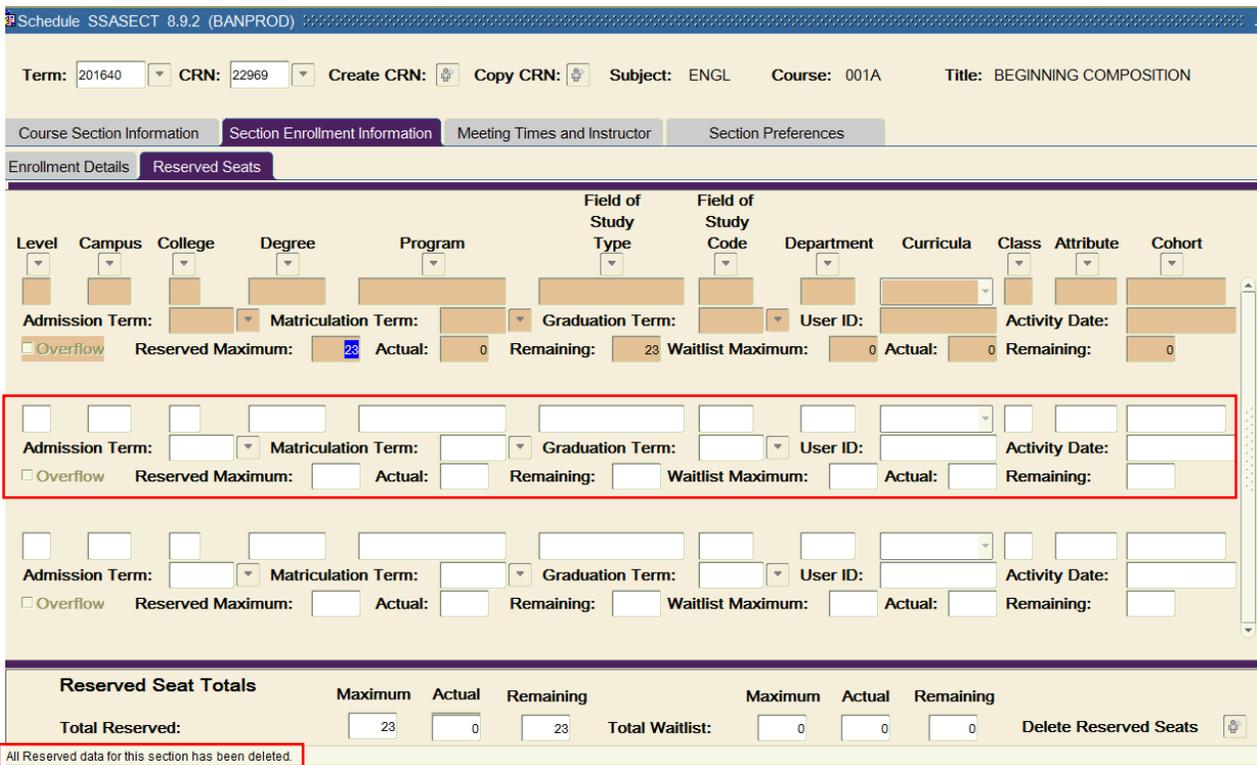
Reserved Seat Totals			Maximum	Actual	Remaining	Maximum	Actual	Remaining
Total Reserved:			23	0	23	Total Waitlist:		
			0	0	0			

Delete Reserved Seats

7. Click **Delete Reserved Seats** button. The following message will then appear:



8. Click Yes. Screen should appear similar to the following:



9. Note: Amount entered in the **Reserved Maximum** field of the deleted record will automatically be added to the Reserved Maximum amount appearing in the first record (general population enrollment).
  - a. You do not need to **Save** after deleting a reserved seat record.
10. If the **Actual** field in the applicable reserved seating record reflects enrollment, you cannot remove/delete that reserved seating record.
  - a. The **Delete Reserved Seats** button will be grayed out.
11. Please note following example with Learning Community reserved seating that has reserved seating enrollment:

Schedule SSASECT 8.9.2 (BANPROD)

Term: 201710 CRN: 38251 Create CRN: Copy CRN: Subject: PHYS Course: 040B Title: GENERAL PHYSICS

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort	
Admission Term:		Matriculation Term:		Graduation Term:		User ID:	JANICEJ	Activity Date:	16-NOV-2016			
<input type="checkbox"/> Overflow	Reserved Maximum:	6	Actual:	15	Remaining:	-9	Waitlist Maximum:	0	Actual:	0	Remaining:	0
											LEMP009BRN	
Admission Term:		Matriculation Term:		Graduation Term:		User ID:	JANICEJ	Activity Date:	02-DEC-2016			
<input type="checkbox"/> Overflow	Reserved Maximum:	30	Actual:	13	Remaining:	17	Waitlist Maximum:	0	Actual:	0	Remaining:	0

12. Press the down arrow until the reserved seating record to be capped is highlighted.
13. If enrollment for the applicable reserved seating record is completed, update the value in the **Reserved Maximum** field to equal the value in the **Actual** field.
  - a. In above example, **Reserved Maximum** on the second record would be adjusted from 30 to 13 (17 is difference).
14. In the first record (for general population enrollment), adjust **Reserved Maximum** value by the number of seats made available after capping the **Reserved Maximum** on the applicable reserved seating record.
  - a. In above example, **Reserved Maximum** on the first record would be adjusted from 6 to 23 (adding the difference cited in Step 11a; i.e.,  $6 + 17 = 23$ ).
15. **Save**. Screen should appear similar to the following:

Schedule SSASECT 8.9.2 (BANPROD)

Term: 201710 CRN: 38251 Create CRN: Copy CRN: Subject: PHYS Course: 040B Title: GENERAL PHYSICS

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort	
Admission Term:		Matriculation Term:		Graduation Term:		User ID:	JANICEJ	Activity Date:	16-NOV-2016			
<input type="checkbox"/> Overflow	Reserved Maximum:	23	Actual:	15	Remaining:	8	Waitlist Maximum:	0	Actual:	0	Remaining:	0
											LEMP009BRN	
Admission Term:		Matriculation Term:		Graduation Term:		User ID:	JANICEJ	Activity Date:	02-DEC-2016			
<input type="checkbox"/> Overflow	Reserved Maximum:	13	Actual:	13	Remaining:	0	Waitlist Maximum:	0	Actual:	0	Remaining:	0