

How to Add Enrollment Information in Banner

APPROVAL HISTORY

<u>Approving Party</u>	<u>Version Approved</u>	<u>Date</u>
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REVISION HISTORY

<u>Version Number</u>	<u>Date</u>	<u>Description</u>	<u>Revised By</u>
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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.

Purpose

How to add the maximum and expected enrollments and a waitlist value in Banner.

Related Policies and Regulations

To maintain and produce quarterly class offerings and the Schedule of Classes publication

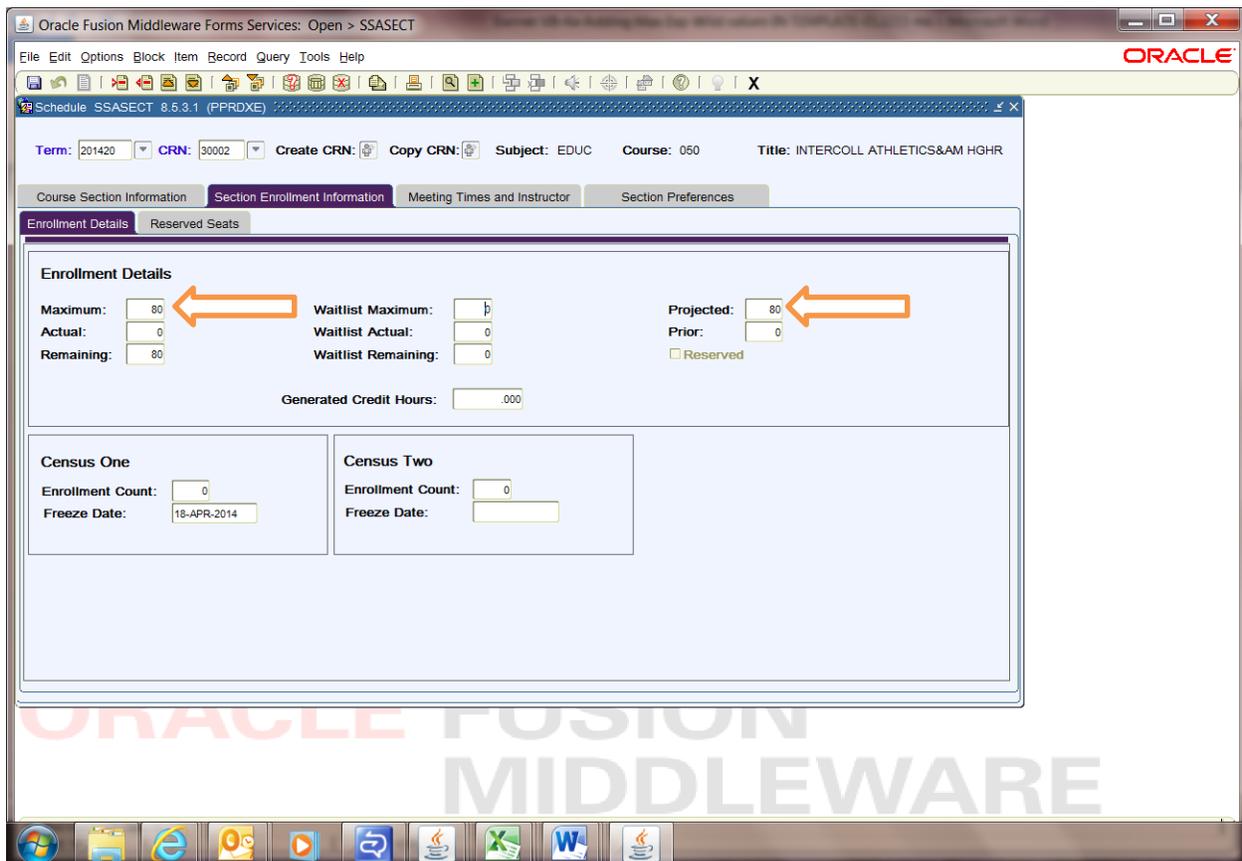
Impacted Departments

1. Registrar's office
2. Academic department
3. College offices

Procedures

1. Adding enrollment information in Banner
 - a. Type: SSASECT in the Go To box on the main menu and <enter>
 - b. In SSASECT, enter the term and CRN number of the desired course section and click the Go button (upper right hand corner of screen)
 - c. If already in SSASECT with an active course section – click the Rollback button on the toolbar. Enter desired term (if necessary) and CRN number of desired course section; then click the Go button
 - d. Click: Section Enrollment Information tab
 - e. Verify you are on the Enrollment Details tab
2. Adding the maximum enrollment
 - a. Maximum enrollment number controls enrollment. Once the maximum is reached, course becomes closed to enrollment
 - b. In the Enrollment Details block – click in the Maximum field and enter the desired maximum enrollment. This amount needs to reflect the desired classroom size; when course data is imported into 25Live, the Maximum value entered in Banner will reflected Expected Head Count in Banner
 - c. If you move to another field, the Remaining field will automatically update to the value in the Maximum field
 - d. As enrollment progresses, the number of students enrolled will appear in the Actual field, and the value in the Remaining field will reflect the number of seats still available in the section
 - e. Save

3. Adding the projected enrollment
 - a. A projected enrollment needs to be entered for reporting purposes
 - b. Still in the Enrollment Details block – click in the Projected field and enter the desired projected enrollment
 - c. Save
 - d. See following screen print for current output:



4. Adding waitlist value
 - a. Utilizing waitlist is at the academic department's discretion
 - b. Waitlist values will be entered on the section(s) that are the secondary schedule type (e.g., discussion, lab) – unless there is only one schedule type approved for the course
 - c. In the Enrollment Details block – click in the Waitlist Maximum field and enter the desired number of students that can waitlist the section

- d. If you move to another field, the Waitlist Remaining field will automatically update to the value in the Waitlist Maximum field
- e. As students add themselves to the waitlist, the number of students waitlisted will show in the Waitlist Actual field, and the value in the Waitlist Remaining field will reflect the number of spots still available on the waitlist
- f. Save
- g. See following screen print for final output:

