REVISION HISTORY

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Initial procedures</td>
</tr>
<tr>
<td>2</td>
<td>12/8/16</td>
<td>Margaret Stewart</td>
<td>Update – remove references that waitlist can be added for reserved seats (it can’t).</td>
</tr>
<tr>
<td>3</td>
<td>12/9/16 (completed 12/14/16)</td>
<td>Margaret Stewart</td>
<td>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</td>
</tr>
</tbody>
</table>

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 (bannersbxe.ucr.edu) to follow along.

FORMS

The forms listed below are covered in this training.
PROCEDURES

ACCESSING RESERVED SEATING IN SSASECT – COURSE SECTION INFORMATION

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

![Screen shot showing reserved seating data](image)

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:
Scheduling in SSASECT

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:

![SSASECT Screen with Reserved Seats](image)

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.


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:

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

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**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:
5. Press the down arrow key until the reserved seating entry to be removed is highlighted.

6. 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:
7. Click **Delete Reserved Seats** button. The following message will then appear:

```
Warning Alert

All reserved data for this section will be deleted. Do you want to continue?

Yes  No
```

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

```plaintext
# Schedule SSASECT 8.9.2 (BANPROD)

<table>
<thead>
<tr>
<th>Term: 2016-2017</th>
<th>CRN: 20669</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create CRN: 0</td>
<td>Copy CRN: 0</td>
</tr>
<tr>
<td>Subject: ENGL</td>
<td>Course: 001A</td>
</tr>
<tr>
<td>Title: BEGINNING COMPOSITION</td>
<td></td>
</tr>
</tbody>
</table>

## Enrollment Details

### Reserved Seats

- **Admission Term:**
- **Matriculation Term:**
- **Graduation Term:**
- **User ID:**
- **Activity Date:**

### Reserved Seat Totals

<table>
<thead>
<tr>
<th>Total Reserved:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remaining: 23</td>
</tr>
</tbody>
</table>

```

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:
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: