Office of
RECORDS AND
REGISTRATION

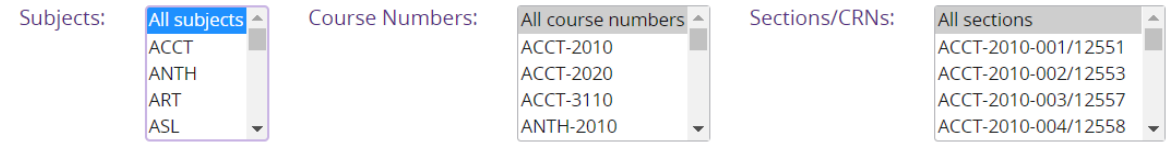
Releasing Seats for Fall Orientation Registration

Seats having been reserved for fall orientation are released incrementally prior to each orientation registration session beginning in June. (No seats should be released until time tickets for continuing students have closed.)

- 2 sessions each day of each week of fall orientation (June week and July week), and
- 2 sessions in August (sometimes only one release due to lower first year attendance)

Releasing Seats in the iROAR Seat Release Tool

- Go to iROAR > Faculty/Advisor Self Service > Orientation Seat Release
- Subjects with reserved seats will be displayed



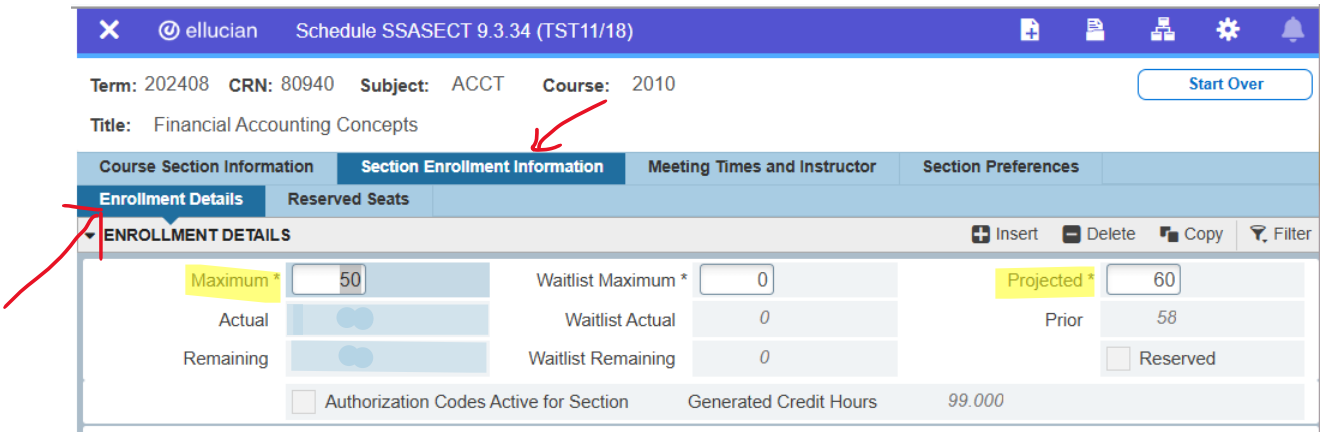
- Click a subject and the sections will populate
- To release seats (raising the maximum capacity) enter the New Maximum Enrollment (New Max Enr) by the number of seats to release for that session
- The example below indicates 3 seats will be released for each section
    - For Fall terms, seats are released incrementally across the sessions so the New Max Enr will equal the Proj Enr at the end of orientation registration in August
        - ❖ The percentage or the number of seats to be released is provided prior to each fall orientation morning and afternoon session.

CRN	Subject	Course Num	Section Num	Proj Enr	Curr Enr	Seats Avail	Max Enr	New Max Enr
12551	ACCT	2010	001	60	50	0	50	53
12553	ACCT	2010	002	60	50	0	50	53
12557	ACCT	2010	003	65	55	0	55	58

- Ensure you have entered a New Max Enrollment for each of your subjects/sections
- Click "SAVE CHANGES" and based on the example above:
    - The Max Enr will update to equal the New Max Enr
    - The Seats Avail will update to 3 (the number of seats released by raising capacity by 3)
- Check for any error messages
- *Check Section Overview in iROAR to verify the release worked as expected*

Note: Should the iROAR Seat Release Tool not be available (due to technical issues, outage etc.) or a course does not display in the tool, you can release seats in SSASECT.

Releasing Seats in SSASECT

Go to **SSASECT**: Section Enrollment Information > Enrollment Details

- To release seats in SSASECT, increase the **Maximum** by the number of seats to release (leave the **Projected** set to the total number of students allowed to enroll).
    - ❖ To release 5 seats using the example below, change the **Maximum** from 50 to 55