



Releasing Seats for Spring Orientation Registration

Seats having been reserved for spring orientation are released prior to the session after continuing student time tickets have closed.

- 1 session in January for spring orientation (typically Monday before classes start)

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

Subjects:	<input type="button" value="All subjects"/>	Course Numbers:	<input type="button" value="All course numbers"/>	Sections/CRNs:	<input type="button" value="All sections"/>
	ACCT		ACCT-2010		ACCT-2010-001/12551
	ANTH		ACCT-2020		ACCT-2010-002/12553
	ART		ACCT-3110		ACCT-2010-003/12557
	ASL		ANTH-2010		ACCT-2010-004/12558

- 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

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

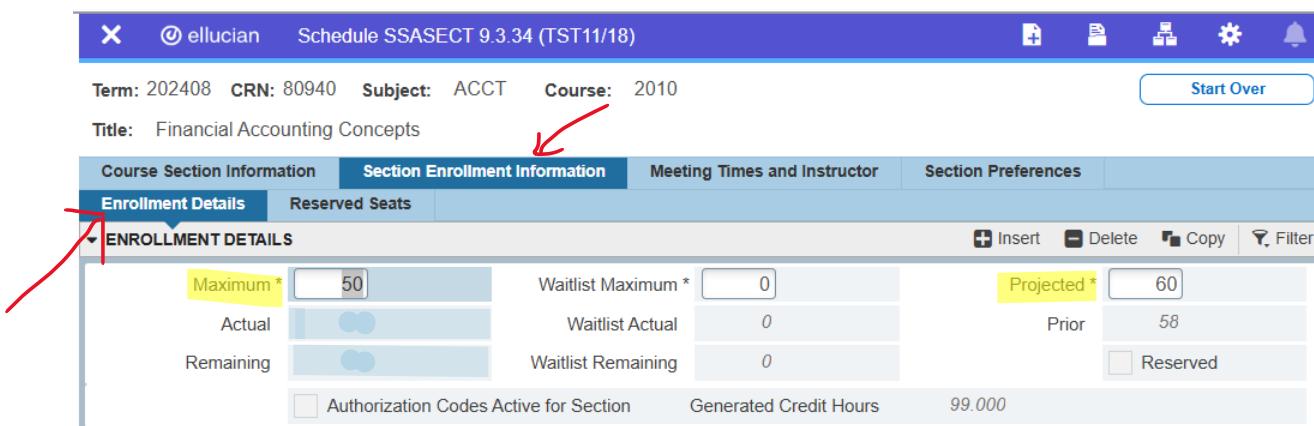
- Ensure you have entered a New Max Enrollment for each of your subjects/sections
- Click “SAVE CHANGES” and based on the example above:
 - The Max Enr will update to equal the New Max Enr
 - The Seats Avail will update to 3 (the number of seats released by raising capacity by 3)
- Check for any error 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, you can release seats in SSASECT by raising the Maximum Capacity by the number of seats to release for each section.

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



The screenshot shows the SSASECT interface for section enrollment information. The top navigation bar includes the ellucian logo, the title 'Schedule SSASECT 9.3.34 (TST11/18)', and various system icons. Below the title, course details are listed: Term: 202408, CRN: 80940, Subject: ACCT, Course: 2010, Title: Financial Accounting Concepts. A red arrow points to the 'Maximum' field in the 'Enrollment Details' section. The 'Enrollment Details' tab is selected, showing the following data:

ENROLLMENT DETAILS		ENROLLMENT DETAILS	
Maximum *	50	Waitlist Maximum *	0
Actual	0	Waitlist Actual	0
Remaining	50	Waitlist Remaining	0
<input type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours 99.000	

Other tabs visible include 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. A 'Start Over' button is located in the top right corner.

