



## Reserving Seats for Fall Orientation Registration

### Before Room Scheduling

As schedule building begins, coordinators with courses in the Orientation Seat Reserves will need to include first-year and transfer students in the course section Maximum Capacity and Projected fields for fall orientations.

The projected seat reserves (to be included in the Maximum and Projected enrollment fields) are available on the New Student Seat Projections dashboard.

#### Things to remember:

- The Maximum and Projected enrollment fields should initially match *for room scheduling purposes*. This is very important!
  - The Maximum and Projected should be the total number of students (continuing AND new students) to be enrolled in the section
  - The Projected field should only be used for sections with orientation reserved seats
- Keep a record of sections with orientation reserves
- Include reserves in Maximum and Projected in the spring while building the fall schedule

## *Reserving Seats – Removing Reserves from Capacities*

### After Room Scheduling

- There are two options for removing fall reserves from capacities: SSASECT in Banner or the Seat Release Tool in iROAR
- Reserves must be removed BEFORE early registration begins
- Refer to the **Schedule Building Timeline** for dates (room scheduling, registration, etc)

#### 1. Banner > SSASECT Option: Section Enrollment Information > Enrollment Details

- To reserve seats in SSASECT, decrease the Maximum (leave the Projected as-is)

- ❖ The total amount of reserves per section should be deducted from the maximum capacity
- ❖ The example below indicates 10 seats will be reserved for that section

## 2. iROAR > Seat Release Tool Option:

- Go to iROAR > Faculty/Advisor Self Service > Orientation Seat Release
- Your subjects in the Orientation Seat Reserves will display
  - ❖ Click a subject and the courses and sections will populate

Subjects:  ACCT ANTH ART ASL

Course Numbers:  ACCT-2010 ACCT-2020 ACCT-3110

Sections/CRNs:  ACCT-2010-001/12551 ACCT-2010-002/12553 ACCT-2010-003/12557 ACCT-2010-004/12558

- To reserve seats (by decreasing the maximum) enter the New Maximum Enrollment (New Max Enr) in the space provided
  - The total amount of reserves per section should be deducted from the maximum enrollment
  - The example below indicates 10 seats will be reserved per section

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

- Ensure you have entered a New Max Enrollment for each of your subjects/sections with reserves

- Click “SAVE CHANGES” and for the example above:
  - The Max Enr will update to equal New Max Enr
  - The number of seats reserved equal **Proj Enr** less **New Max Enr** ( $60 - 50 = 10$ ),  
*or*
    - Proj Enr (60) minus New Max Enr (50) = number of seats reserved (10)
- Check for any error messages
- *Check Section Overview in iROAR to verify your reserves are as expected*