



## Reserving Seats for Spring 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 Maximum and Projected enrollment fields for spring orientation.

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

#### Things to remember:

- The Maximum Capacity and the Projected 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 Enrollment 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 fall while building the upcoming spring schedule

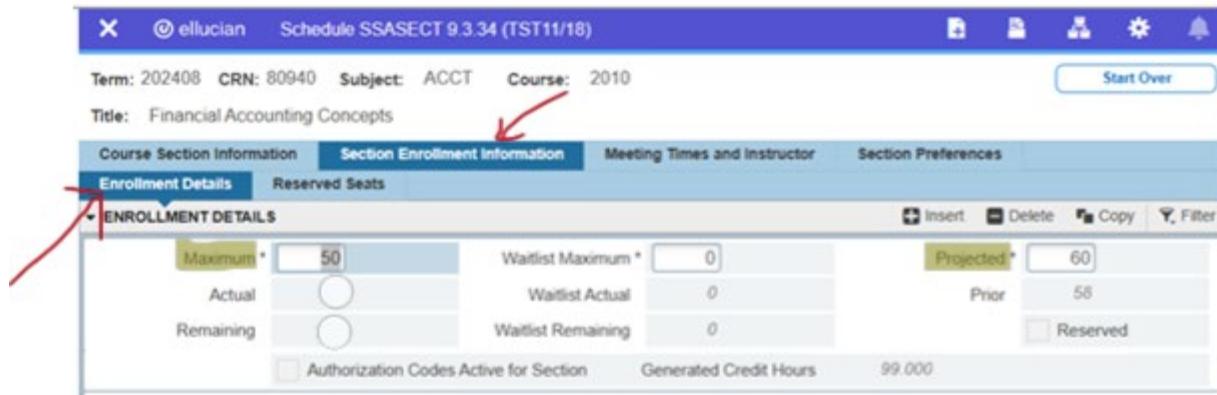
## *Reserving Seats –Removing Reserves from Capacities*

### After Room Scheduling

Reserves must be entered before early registration begins.

#### Banner > SSASECT: 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



ellucian Schedule SSASECT 9.3.34 (TST11/18)

Term: 202408 CRN: 80940 Subject: ACCT Course: 2010

Title: Financial Accounting Concepts

Start Over

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

**ENROLLMENT DETAILS**

Maximum *	Waitlist Maximum *	Projected *
50	0	60
Actual	0	Prior
Remaining	0	Reserved
<input type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours 99.000

Insert Delete Copy Filter

**NOTE:** the iROAR Seat Release Tool is not available for entering Spring reserves. The tool will be available in January for releasing seats.