ADD ENROLLMENT INFORMATION

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REVISION HISTORY

Version	Date	Name	Description
Update	12/14/2016	M Stewart	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
Update	7/6/2018	M Krieger	Updated to Banner 9.

INTRODUCTION AND PURPOSE

How to add the maximum and expected enrollments and a waitlist value in Banner.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

The maximum enrollment on a section in Banner controls student enrollment. Once the maximum enrollment is reached, the section closes. In addition, Academic Scheduling policy is the maximum enrollment determines the size of a general assignment classroom assigned to a section. Academic departments need to ensure the maximum enrollment on a section is truly the number of students expected to enroll to ensure a classroom of appropriate size is scheduled. Classroom scheduling is done in 25Live, where the maximum enrollment in Banner translates to "expected head count" in 25Live.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Office of the Registrar – Academic Scheduling
2. Academic Departments
3. College Offices

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

The page listed below is covered in this training.

Page	Page Name	Description
SSASECT	Schedule	Create or display sections for the courses that were created in the Course Catalog.

PROCEDURES

PREPARATION

1. Go to **SSASECT (Scheduling)**.
2. Enter: **Term** and **CRN** number of the desired course section and click **Go**.

ENROLLMENT DETAILS-ITEMS 3-4 ARE INFORMATIONAL, ACTION STEPS BEGIN AT ITEM 5

3. Click: **Section Enrollment Tab** and then the **Enrollment Details** tab
   a. **Maximum**: Maximum enrollment number controls enrollment.
      i. Without a maximum enrollment greater than zero entered, students will not be able to enroll when registration opens.
      ii. Once the maximum is reached, course becomes closed to enrollment.
      iii. **Actual**: Actual enrollment for the section. *Display only.*
      iv. **Remaining**: Remaining number of seats available for the section. *Display only.*
   b. **Waitlist Maximum**: Maximum number of students allowed to be waitlisted for the section.
      i. Utilizing waitlist is at the academic department's discretion
         1. 99 Seats is the default and is recommended by the Office of the Provost
         2. The option to set a lower limit is a departmental decision in conjunction with the appropriate academic approval.
      ii. **Waitlist Actual:** Actual number of students on the waitlist for the section. *Display Only*
      iii. **Waitlist Remaining:** Remaining number of seats available for the section. *Display Only*
   c. **Projected**: Projected enrollment entry is optional and has no functional value. Projected enrollment may be used for future reporting purposes, but it is not required for scheduling a general assignment classroom.
      i. **Prior**: Number of students enrolled in the section in the previous term. *Display only*.
   d. **Reserved**: Indicates that reserved seats exist for the section and is informational only.

ADD ENROLLMENT NUMBER

4. It is critical that the total maximum enrollment of a course's unit bearing (primary) activity equals the total maximum enrollment of the course's non unit bearing (secondary) activities.
   a. Changing a maximum enrollment could trigger waitlist notifications to be sent when in actuality, a seat did not open on the waitlist.
   b. If the maximum enrollment is adjusted on the primary activity of a course, the same amount needs to be adjusted on the secondary activity/activities of that course.
5. Click in the **Maximum** field.
6. Enter the **desired maximum enrollment**.
   a. This amount needs to reflect the **desired classroom size**.
      i. When course data is imported into **25Live**, the Maximum value will reflect the Expected Head Count in 25Live.

7. As enrollment progresses, the number of students enrolled will appear in the Actual field, and the value in the Remaining field will reflect the number of seats still available in the section.
8. Save.
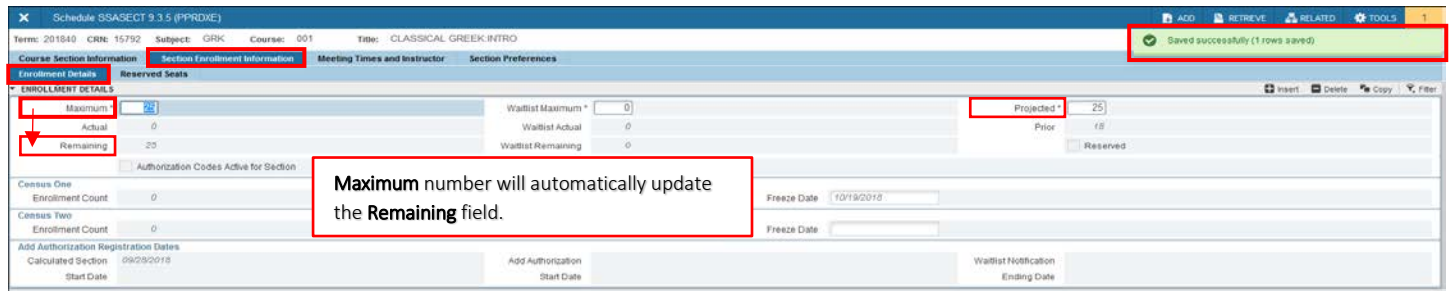
ADD WAITLIST VALUE

9. Utilizing waitlist is at the **Academic Department's discretion**. **99 Seats is the default**, and recommended by the Office of the Provost, the option to lower the limit is a departmental decision.
10. A Waitlist Maximum would be entered on:
    a. **Single Activity Course**.
    b. If course has **more than one activity** with group contact hours, the **Waitlist Maximum** is entered on the section(s) that are the **secondary schedule type** (i.e., on the non-unit-bearing activity) with the **smaller maximum enrollment** (e.g., discussion, lab)
11. Click in the **Waitlist Maximum** field
12. Enter the **desired number** of students that can waitlist the section
13. As students add themselves to the waitlist, the number of students waitlisted will show in the **Waitlist Actual** field, and the value in the **Waitlist Remaining** field will reflect the number of spots still available on the waitlist
14. Save.

EXAMPLE WAITLIST – SINGLE ACTIVITY COURSE
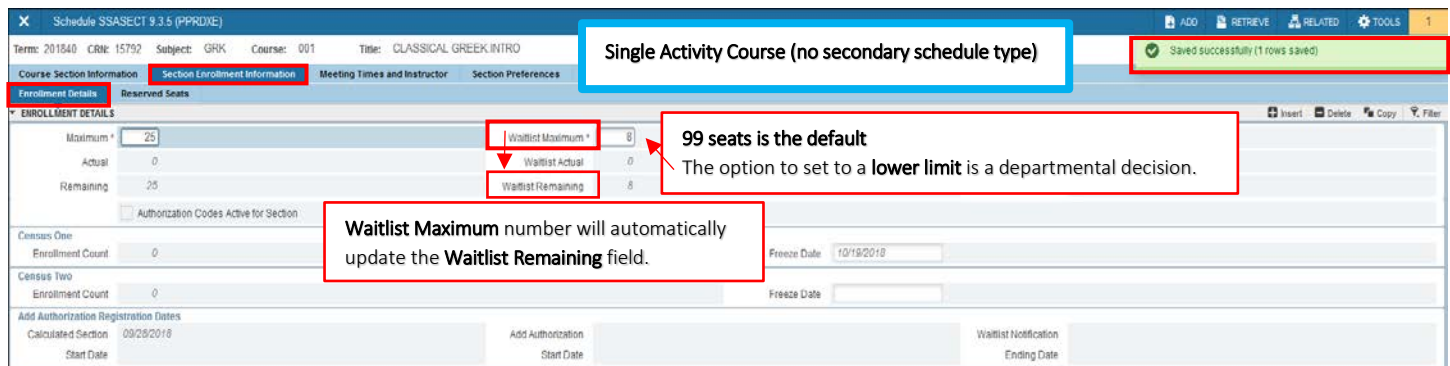
EXAMPLE WAITLIST – MORE THAN ONE ACTIVITY COURSE

BIEN 101 001 Lecture (unit-bearing activity)

Do not enter a Waitlist Maximum value on the **unit-bearing** activity.

BIEN 101 021 Discussion (non-unit-bearing activity)

99 seats is the default
The option to set to a **lower limit** is a departmental decision.

Waitlist Maximum number will automatically update the **Waitlist Remaining** field.