# ADD ENROLLMENT INFORMATION

## TABLE OF CONTENTS

## **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.
PROCEDUR	ES	

#### PREPARATION

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

	AC	Add Enrollment Informati					
X Schedule SSASECT 9.3.5 (PPRDXE)		ADD	RETREVE	RELATED	🔅 TOOLS		
Term: 201840	CRIE 1552			6	Go		
Subject: GRK	Course: 001				•		
Title: CLASSICAL GREEK:INTRO							
🚊 Create CRM							

#### 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.

Schedule SSA	SECT 9.3.5 (PPRDXE)						A00	METREVE	HELATED!	🔅 1000
erm: 201840 CRN: 1	5792 Subject: GRK Course: 001 Title: CLASSICAL GREEK IN	(TRO							Star	rt Over
Course Section Informa	tion Section Enrolment Information Meeting Times and Instructor Sectio	m Preferences								
Enroliment Details	Reserved Seats									
ENROLLMENT DETAILS								C Itsert	🖬 Delete 📑 Cos	ipy 🔍 🖓 Fil
Maximum *	0	Waitlist Maximum *	0		Projected *	25				
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Remaining	0	Wattist Remaining	0			Reserved				
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		Wattist Remaining	0			Reserved	No F	Reserved	Seating	
Census One		Wattist Remaining		10/19/2018		Reserved	No F	Reserved	Seating	
Census One Enrolment Count	Authorization Codes Active for Section Generated Credit Hours 0.000	Wallist Remaining		e 10/19/2018		Reserved	No F	Reserved	Seating	
Census One Enrolment Count	Authorization Codes Active for Section Generated Credit Hours 0.000	Wattist Remaining				Reserved	No F	Reserved	Seating	
Census One Enrolment Count Census Two Enrolment Count Add Authorization Regis	Authoritzation Codes Active for Section Generated Credit Hours 0.000 0 0 stration Dates	Wattist Remaining	Freeze Da			Reserved	No F	Reserved	Seating	
Census One Enrolment Count Census Two	Authoritzation Codes Active for Section Generated Credit Hours 0.000 0 0 stration Dates	Wattist Remaining	Freeze Da		Wallist Notification	Reserved	No F	Reserved	Seating	]

#### 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.

#### Add Enrollment Information

- 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.

X Schedule SSASECT 9.3.5 (PPRDXE)					ADD 🖪 RETREVE 🖨	RELATED	TOOLS	1
Term: 201840 CRN: 15792 Subject: GRK Course: 00	1 TIM: CLASSICAL GREEK:INTRO			0	laved successfully (1 rows sa	eved)		
Course Section Information Section Enrolment Information	Meeting Times and Instructor Section Preferences							_
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Maximum *	Waitlist Maximum * 0		Projected *	25				
Actual 0	Waitijst Actual 0		Prior	(B)				
Remaining 25	Waitlist Remaining 0			Reserved				
Authorization Codes Active for Section								
Census One	Maximum number will automatically update							
Enrollment Count 0	the <b>Demaining</b> field	Freeze Date 10/19/2018						
Enroltment Count 0	the <b>Remaining</b> field.	Freeze Date						
Add Aethorization Registration Dates								
Calculated Section 09/28/2018	Add Authorization		Waithst Notification					
Start Date	Start Date		Ending Date					

#### 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

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rm: 201840 CRN: 15792 Subject: GRK Course: 001 Tine: CLASSICAL GREEK.INTRO		Single Activity Course (no secondary schedule type)			Saved successfully (1 rows saved)					
Course Section Inform	nation Section Enrollment Information	Meeting Times and Instructor Section Preferences	• •							
Enroliment Details	Reserved Seats									
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Maximum *	25	Waitlist Maximum	99 seat	s is the default						
Actual	0	Waitist Actua		tion to set to a <b>lower li</b>	mit is a departm	ental decision				
Remaining	25	Wattist Remainin			init is a acparati					
	Authorization Codes Active for Section									
Census One		Waitlist Maximum number	vill automatically							
Enrollment Count	0	update the Waitlist Remaini	ng field.	Freeze Date 10/19/2018						
Census Two										
Enrollment Count	0			Freeze Date						
Add Authorization Reg	stration Dates									
Calculated Section	09/28/2018	Add Authorization			Waitlist Notification					
Start Date		Start Date			Ending Date					

## EXAMPLE WAITLIST - MORE THAN ONE ACTIVITY COURSE

#### Add Enrollment Information

× Schedule SS/	ASECT 9.3.5 (PPRDXE)					📑 A00		RELATED	* TOOLS
Term: 201840 CRN: 3	24357 Subject: BIEN Course: 101 Title: QUAN	TITATIVE BIOCHEMISTRY						55	lart Over
Course Section Inform	ation Section Enrollment Information Meeting Times and Inst	uctor Section Preferences	BIEN	101 001 Lecture (unit-bearing activity)					
Enroliment Details	Reserved Seats								
· ENROLLMENT DETAILS			_				Dinsert 1	Delete 🖬 C	Copy Y, Filter
Maximum *		Waitlist Maximum	• 0		Projected * 82				
Actual	0	Waitlist Actual	0	Do not enter a Waitlist Maximum	Prior 68				
Remaining	82	Waitlist Remaining	0	value on the <b>unit-bearing</b> activity.	Reserved				
	Authorization Codes Active for Section Generated Credit Hou	rs 0.000		value on the unit-bearing activity.					
Census One									
Enrollment Count	0			Freeze Date 10/19/2018					
Census Two									
Enrollment Count	Q			Freeze Date					
Add Authorization Reg	istration Dates								
Calculated Section	09/27/2018	Add Authorization		V	Vaillist Notification				
Start Date		Start Date			Ending Date				

Schedule SSASECT 9.3.5 (PPRDXE)					📑 ADO	RETREVE	RELATED	TOOLS
Term: 201848 CRN: 24358 Subject: BIEN Course: 101	Title: QUANTITATIVE BIOCHEMISTRY	BIEN 101 021 Dis	BIEN 101 021 Discussion (non-unit-bearing activity)				Sta	art Over
Course Section Information Section Enrolment Information Meet	ting Times and Instructor Section Preferences		(International Section & S	<u></u> ,				
Enrollment Details Reserved Seats								
* ENROLLMENT DETAILS						D Insert	Delete 📲 C	Copy 9, Filter
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Actual 0	Waitinst Actual		on to set to a <b>lower limit</b> is a d	lopartmont	al decision			
Remaining 82	Waltist Remaining	99 The opt	on to set to a lower limit is a u	lepartmenta	ai decision.			
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Census One	Waitlist Maximum number w	ill automatically						
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	update the Waitlist Remainin	g field.						
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Add Authorization Registration Dates								
Calculated Section 09/20/2010	Add Authorization		Wattis	st Notification				
Start Date	Start Date			Ending Date				