# ADD RESERVED SEATING AND WAITLIST

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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	7/16/2018	M Krieger	Updated to Banner 9.3
Update	9/25/2018	M Stewart	Incorporate adding reserved seating <u>only</u> to these procedures
Update	1/2/2019	J Williams	Added steps to utilize the overflow feature on reserved seating rules

# INTRODUCTION AND PURPOSE

For adding the following to a course section in Banner: reserved seating only and reserved seating and waitlist.

# RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Reserved seating is used to designate a portion of seats in a section for a specific population such as Learning Communities or priority enrollment (the latter approved by the Committee on Courses). Departments should utilize appropriate approval processes before utilizing reserved seating on their sections. Departments can utilize reserved seat rules to hold seats for Learning Community and designated student populations such as Majors or Class (freshman, sophomore, junior, senior).

Departments can utilize waitlists and reserved seat rules on the same sections as of May 2018. A waitlist corresponds to the specific group of seats designated. Banner will offer a seat to a student on the waitlist when one is available in that group.

- Application: if a reserved seat becomes available and the student is on the waitlist for the general population (any student not in a learning community or a designated student population as noted in examples above), the student will <u>not</u> be notified a seat is open.
- b. Application: if a general population seat becomes available and the student is on the waitlist for the general population, the student will be notified a seat is open.
  - i. This happens when a student drops, a pending waitlist notification expires, or the department increases the maximum enrollment or adjusts the reserved seating allotment.

#### For Learning Community sections, waitlists can be added to the general population rule only.

- c. As block enrollment is "all or none," so adding a waitlist to one section is not appropriate because it does not guarantee enrollment into the whole block. There is no waitlist for sections in Learning Community blocks.
- d. Departments should refrain from placing a waitlist on the reserved seat rule for a Learning Community section.

# For non-Learning Community sections (designated student populations), waitlists can be added to the reserved seat rule, the General Population rule, or both.

e. Reserved seat rules for designated student populations may require approval from Committee on Courses.

# 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 pages listed below are covered in this training.

Page	Page Name	Description
SSASECT	Course Section Information	Create or display sections for the courses that were created in the Course Catalog.
GTVLFST	Learner Field of Study Type	Used to maintain field of study type codes.
STVMAJR	All Major Codes	Used to maintain codes for majors.
STVCLAS	Class Code Validation	Used to maintain student classification codes.

# PROCEDURES

#### REVIEW ENROLLMENT INFORMATION

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

X Schedule SSASECT 9.3.5 (PPRDX	)	RETREVE	RELATED	🔅 TOOLS
Term: 201840	CRIC. [5732		1	Go
Subject: GRK	Course: 001			1
Title: CLASSICAL GREE	INTRO			•

- 3. Click: Enrollment Details tab.
- 4. Verify a maximum enrollment value has been entered in the Maximum field.
  - a. To enter a maximum enrollment value, please refer to procedures "Add Enrollment Information."
- 5. The **Waitlist Maximum** is the maximum number of students allowed to be waitlisted for the section. Utilizing waitlist is at the academic department's discretion
  - a. 99 seats is the default (if you want to allow an unlimited number of students to waitlist in this section).
  - b. The option to set to a lower limit is a departmental decision in conjunction with the appropriate academic approval.
    - i. Waitlist Actual: Actual number of students on the waitlist for the section.
    - ii. Waitlist Remaining: Remaining number of seats available for the section.

#### Add Reserved Seating and Waitlist

X Schedule SSASECT 9.3.5 (PPRDXE)		🖬 ado 📓 retrieve 🍶 relatido 🚸 tools 📒 1
Term: 201840 CRN: 15792 Subject: GRK Course: 001 Title: CLASSICAL GR	EEK:INTRO	Saved successfully (1 rows saved)
	Section Preferences	
Encolment Details Reserved Seats		
* ENROLLMENT DETAILS		🖺 Insert 🔲 Delete 🦄 Copy 🥆 Filler
Maximum * 22	Wattist Maximum * 0	Projected * 25
Actual 0	Waitist Actual 0	Prior (B
Remaining 25	Waitlist Remaining 0	Reserved No Decominal Section
Authorization Codes Active for Section Generated Credit Hours 0.0	00	No Reserved Seating
Encolorment Co Maximum number will automatically upd	ate	Freeze Date 10/19/2018
Encomment Co the Remaining field.		Freeze Date
Add Authorization	19724-2101-211	
Calculated Section 09/28/2018	Add Authorization	Waldist Notification
Start Date	Start Date	Ending Date

#### ADD WAITLIST VALUE

- 1. Utilizing a waitlist is at the Academic Department's discretion.
- 2. 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 amount of approved contact hours (e.g., discussion, lab)
- Click in the Waitlist Maximum field. Enter the desired number of students that can waitlist the section. If you plan to designate which group of students the waitlist is for, general population or reserved, see the examples at the end for steps. Note: 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
- 4. Save. See example types below for single and multiple activity courses.

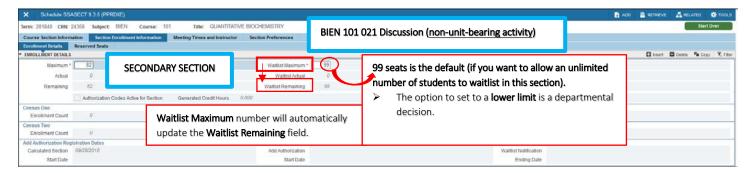
#### EXAMPLE WAITLIST - SINGLE ACTIVITY COURSE

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Term: 201840 CRN:	15792 Subject: GRK Course:	001 Title: CLASSICAL GREEK.INTRO	Single Activity	y Course (no secondary schedule type)	Saved successfu	lly (1 rows saved)	
Course Section Inform	ation Section Enrollment Informatio	Meeting Times and Instructor Section Preferences			1		_
Enroliment Details	Reserved Seats						
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Maximum *	25	Waitlist Maximur	n* 8	99 seats is the default (if you want to	allow an unlimited		
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Remaining	25	Wattist Remainin	8				
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# EXAMPLE WAITLIST - MORE THAN ONE ACTIVITY COURSE

X Schedule SSASE	17 9.3.5 (PPPROXE)			🛃 ADD 🖺 RETREVE	RELATED	TOOLS
Term: 201840 CRN: 2435 Course Section Information Enrolment Details Re		BIEN 101 001 Lecture ( <u>unit-bearing activity</u> )			Start C	Over
ENROLLMENT DETAILS     Maximum *     Actual     Remaining	PRIMARY SECTION	Tauling Transmining X Do not enter a Waitlist Maximum value on the unit-bearing activity.	Projected * 82 Prior 68 Reserved	D Insert	Celete 📲 Copy	r V, Filter
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Add Authorization Registra Calculated Section 09 Start Date		Nortzation W4	allist Notification Ending Date			



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RESERVED SEATS DETAIL	1.5											CI Inte	int 💼 Delete 🦷 Copy 👻 F
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## CALCULATING RESERVED MAXIMUM

- 1. Take total maximum enrollment that is displayed in the Reserved Maximum field (in this example, it is 135).
- 2. Take total number of seats being reserved for **Designated Student Population** (in this example, seats being reserved is **27**).
- 3. Subtract total seats being reserved (27) from total maximum enrollment (135); (in this example, 135 27 = 108).
- 4. Reserved Seating Example:
  - a. 27 seats reserved for Bioengineering majors
  - b. 108 seats open to non-Bioengineering majors
  - c. Maximum capacity of this class = <u>135</u>

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Course Sec	ction Information	Section Enro	silment Information	Meeting Ti	mex and Instructor Sect	on Preferences								
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Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort	Admission Term	Matriculation Term	Graduation Term
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Overflow	Rese	rved Maximum *			Reserved Actual	Reserved Re	maining	Waitti	at Maximum *			Waitlist Actual	Waitlist Rer	naining
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RESERVED	SEAT TOTALS												0	maart 🖾 Danne 👎 Copy 🔍 Pi
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				Maximum				Actual					Remaining	
Total	Reserved			135				135					135	
Tota	al Waitlist			0				0					0	

#### ADDING RESERVED SEATING

for.

- 1. The first record is always set aside for general population enrollment.
  - a. General population is a student who is not part of a designated group for which reserved seating might be established (e.g., class, major, Learning Community cohort).
- 2. In order to add **Reserved Seats** for a **Designated Student Population**, please click the **Insert** button.

X Schedule SSASECT 9.3	5 (PPRDXE)									ADD 🖹 R	ETRIEVE 🛃 RELATED 🔅 TO
Term: 201840 CRN: 10728 S	ubject: BIEN Course: 010	Title: OVERVIEW OF BIO	ENGINEERING								Start Over
Course Section Information Enrollment Details Reserved RESERVED SEATS DETAILS	The second state of the second s	eeting Times and Instructor Sec	bon Preferences							0	Naert 🖬 Dente 🦄 Copy 🤗
Level Campus	College Degree Prog	ram Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort	Admission Term	Matriculation Term	Graduation Term
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Overflow Reserved	Maximum *	Reserved Actual	Reserved Ren	naining	Waitiis	t Maximum *			Waitlist Actual	Waitlist Re	maining
135		0	135		0				0	0	
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RESERVED SEAT TOTAL 5										0	Insert 🖾 Delpte 📲 Copy Ϋ
Delete Reserved Data											
	Ма	poimum			Actual					Remaining	
Total Reserved		135			130					130	
Total Waitlist		0			0					0	

3. Second line in Reserved Seats Details will appear to add the Designated Student Population who you are reserving the seats

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Term: 201840	CRN: 10728	Subject BIEA	Course: 010	Title: OVERVIEW OF BIO	ENGINEERING					Start Ov	ree
Course Section Enroltment Deta	sila Seac	Section Enrollin	nent Information Mee	ting Times and Instructor Sec	tion Preferences						
RESERVED SEAT Level	Campus	College	Degree Progra	n Field of Study Type	Field of Study Code	Department	First line is always for General Population enrollment.		the Asymptotic statistics	iete 👫 Copy ation Term	R. File
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	135 0			0	135 0		Student Population (e.g., Major, Class).				
RESERVED SEAT	the second s	3/III PorP	498					¢	🛛 kraent 🗖 De	Inte Par Corry	ord 2 of 2
A Delete Res	erved Data										
			Mass	mum			Actual R	maining			
Total Res	served			135			135	135			
Total W	/aitlist			0			0	0			

- 4. To reserve a Designated Student Population example: Majors
  - a. Click or Tab to Field of Study Type
    - i. Type the code in the block or Click the LOV button for a list of GTVLFST (Learner Field of Study Type).
    - ii. Learner field of study type code (from GTVLFST) associated with the section for the reserved seats rule.
  - b. Click or Tab to Field of Study Code.
    - i. Type the code in the block or Click the LOV button for a list of STVMAJR (All Major Codes)).
    - ii. Field of study code associated with the section for the reserved seats rule.
  - c. Click or Tab to Reserved Maximum.
    - i. Change the first record (General Population) to 108.
    - ii. Change the second record (Designated Student Population) to 27.
- 5. To reserve a **Designated Student Population** example: <u>Class</u> (such as Freshman, Sophomore, Junior, Senior)
  - a. Click or Tab to Class
  - b. Type the code in the block or Click the LOV button for a list of Class Code Validation (STVCLAS).
  - c. Class code associated with the section for the reserved seats rule.
- 6. To allow students in the **Designated Student Population** to register for the section in excess of the number of seats reserved, check the **Overflow** box at the beginning of the line associated with the reserved seating rule. If general population seats are open at the time the student attempts to register, they will be able to register in these seats if the reserved seats are full.

#### Add Reserved Seating and Waitlist

🔒 ADD 🖺 RETRIEVE 📲 RELATED 🔅 TOOLS

Term: 201910 CRN: 38959 Subject: PSYC Course: 001 Title: INTRODUCTORY PSYCHOLO	Term: 201910	CRN: 38959	Subject:	PSYC	Course:	001	Title:	INTRODUCTORY PSYCHOLOG
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Term: 20191	0 CRN: 389	59 Subject	: PSYC	Course: 00	1 Title: INTROD	UCTORY PSYCHO	LOGY								Start O	ver
Course Secti	on Information	Section E	Enrollment Info	mation N	leeting Times and Instructor	Section Preference	es									
Enrollment D	etails Re	served Seats														
* RESERVED	SEATS DETAIL	.s											C 11	sert 🗖 🛙	Delete 📲 Copy	👻 Filter
Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort	Admission Term	Matriculation Te	rm	Graduation Term	
					MAJOR	PSYC										
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Overflow	Reserv	ed Maximum *			Reserved Actual	Reserved	Remaining	Waitlis	t Maximum *			Waitlist Actual	Wai	list Remain	ning	
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-	143				143	0		0				0	0			
-	7				7	0		0				0	0			
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#### 7. Save.

X Sch	Note of Second 2 of 2     Reserved Remaining     Outling Reserved Remaining     Wattist Actual     Wattist Actual     Wattist Actual     Wattist Actual     Reserved 2 of 2       108     0     108     0     0     0     0     0     0     0       108     0     0     0     0     0     0     0     0     0       108     0     0     0     0     0     0     0     0													
Term: 20184	10 CRN: 10728	Subject: B	IEN Course:	: 010	Title: OVERVIEW OF BIO	ENGINEERING								
Course Sec	tion Information	Section Enr	oliment Informatio	Meeting 1	limes and Instructor Se	tion Preferences								
Enrollment RESERVED :	and the second	rved Seats												Yes No
Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort	Admission Term	Matriculation Term	Graduation Term
					MAJOR	BIEN								
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Overflow	Reser	ved Maximum !			Reserved Actual	Reserved R	emaining	Waith	at Maximum *			Waitlist Actual	Waitlist	Remaining
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	27				0	27		0				0	0	
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RESERVED 1	SEAT TOTALS													🕽 maart 🔛 Datate 🧖 Copy 🖓 File
E Delete I	Reserved Data	- -											, ,	
				Maximum	ġ.			Actual			t	his will char	nge once you	
Total	Reserved			135				162				click	Yes	
Tota	al Waitlist			0				0				CHCK	105.	

- 8. Warning Alert message will appear to confirm the Reserved Seat Details changes.
- 9. Click: Yes to confirm and the actual number in the Reserved Seat Totals will update.

RESERVED SEAT TOTALS			1	🗟 kaset 🔲 Delela 🧖 Copy 🔍 Filler
Delete Reserved Data				
	Maximum	Actual	Actual is now correct.	
Total Reserved	135	135	Actual is now correct.	
Total Waitlist	0	0	0	

- 10. After entering all reserved seat amounts, the Reserved Seat Totals Maximum should equal the Maximum Enrollment on the Enrollment Details tab.
- 11. Reserved: Check box is automatically checked once Reserved Seating is saved.

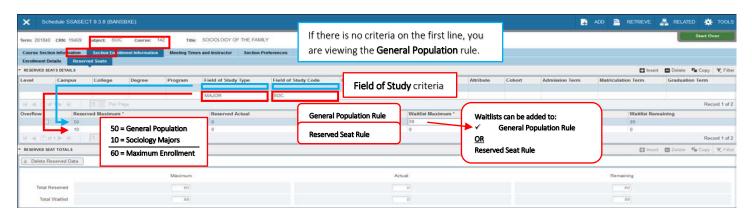
× Schedule SSA	ASECT 9.3.5 (PPROXE)						🔒 ADO			iD 🏶 7	OOLS
Term: 201840 CRN: 1	10728 Subject: BIEN Course: 010 Title: OVERVIEW OF BIO	ENGINEERING							0	Start Over	
Course Section Informa Enrolment Details	ation Section Enrollment Information Meeting Times and Instructor Sec	tion Preferences									
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Maximum	135	Waitlist Maximum	0		Projected	150					
Actual	Q	Waitlist Actual	0		Prior	105					
Remaining	133	Waitlist Remaining	0			✓ Reserved					
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Census One											
Enrollment Count	0			Freeze Date 10/19/2018							
Census Two Enrollment Count	0			Freeze Date							
Add Authorization Regi	istration Dates										_
Calculated Section	10/01/2018	Add Authorization			Waitiist Notification						
Start Date		Start Date			Ending Date						

# EXAMPLES OF RESERVED SEATING AND WAITIST - NON LEARNING COMMUNITY

#### DESIGNATED STUDENT POPULATION - EXAMPLE FOR A MAJOR

#### WAITLISTS CAN BE ADDED TO THE RESERVED SEAT RULE, THE GENERAL POPULATION RULE, OR BOTH

Schedule SSASECT 9 3 8 (BANSBXE)			🚽 ADD	RETRIEVE	💑 RELATE	d 🔆 tools
Term: 201840 CRit: 19469 Subject: SOC Course: 142 Title: SOCIOLOGY OF THE FAMILY						Start Over
Course Section Information Section Enrolment Information Meeting Times and Instructor Section Preferences Enrolment Details Reserved Seats						
ERROLLMENT DETAILS				D insert	Delete	🖬 Copy 🏾 🏋 Filter
Maximum 60 Wattist Maximum	m 99	In this example the waitlist	Projected * 60			
Actual 0 Waitijst Actua	al o	is comprised of all general	Prior 150			
Remaining 60 Wallist Remainin	90 90	population students. See below.	CREserved			
Authorization Codes Active for Section Cenerated Credit Hours 0.000						



#### DESIGNATED STUDENT POPULATION - CLASS - WAITLIST ON BOTH GROUPS

× Schedule SSA	ASECT 9 3 5 (PPRDXE)						ADD		A RELATE	10 🔅 TOOL
Term: 201840 CRN: 1	14579 Subject: ENGR	Course: 001G Title: COMP	UTER ENGINEERING							Start Over
Course Section Inform	abon Section Enrollment I	ntormation Meeting Times and Inst	ructor Section Preferences							
	Reserved Seals									
ENROLLMENT DETAILS								D insert	Detete 5	Copy 🔍 Fit
Maximum	122		Wallist Maximum	4	2 = General Population	Projected 125				
Actual	0		Waitist Actual	0	2 = Students with a Class Standing	Prior DP				
Remaining	2		Waitist Remaining	4	4 = Waitlist Maximum	✓ Reserved				
	Authorization Codes Adive	e for Section Generated Credit Hou	rs 0.000							
Census One										
Enrollment Count	0				Freeze Date 10/19/2018					
Census Two										
Enrollment Count	0				Freeze Date					
Add Authorization Regi	istration Dates									
Calculated Section	10/01/2018		Add Authorization			Wattist Notification				
Start Date			Start Date			Ending Date				

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Enrolly	ment Detai	ils. Rese	rved Seats						is the <b>U</b>	enerarr	opulation	riule.					
* RESER	EVED SEAT	S DETAILS											·		🖬 insert	Delete 5	Copy Y, Filter
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					_							Class	Code (FR = Freshman)				
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Overflor	w	Reser	ved Maximum *	5		Reserved Actual		General Popula	tion Rule	Waitlint	t Maximum *	\A/aitlict	s can be added to BOTH:		Remainin	3	
		1	1=	General Po	nulation	0		General Popula	uon Kule	2				at Dula			
1		→ 10			palation	0				2		General	Population Rule and Reserved Se	at Kule			
1.	LINET	► H	1=	Class				Reserved Seat	Rule								Record 2 of 2
* RESER	EVED SEAT	TOTALS	2 =	Maximum I	Enrollment										O beet	Denne %	Copy Ϋ, Titur
L De	elete Rese	erved Data															
					Maximum					Actual				Remaining			
- 3	Total Res	erved			2					2				2			
	Total Wa	aitlist			4					0				4			

### DESIGNATED STUDENT POPULATION - NO SEATS FOR GENERAL POPULATION

X Schedule SS	SASECT 9.3.8 (BANSBXE)				00A 😭		🔒 RELATER	D 🔅 TOOLS
Term: 201840 CRN: 1	7605 Subject: PHIL Course: 001 Title: INTRODUCTION TO	PHILOSOPHY						Start Over
Course Section Informa Enrollment Details		ection Preferences						
* ENROLLMENT DETAILS	nvaervnu aeata					C Inser	t 🗖 Delete 🕈	Copy 🗣 Filter
Maximum	2 C	Waitlist Maximum	12	0 = General Population	Projected * 25			
Actual	0	Waitlist Actual	Ó	12 = Major	Prior 24			
Remaining	25 -	Waitlist Remaining	12	12 = Waitlist Maximum	<ul> <li>Reserved</li> </ul>			
	Authorization Codes Active for Section Generated Credit Hours 0.000							

If no seats are being set aside for General Population, Reserved Maximum will read zero.

X Schedule SSASE	CT 9.3.8 (BANSBXE)				A00	🖹 RETRIEVE 🧸 F	RELATED 🌞 TOOLS 1			
Term: 201840 CRH: 17605 Course Section Information Enrolment Details Reser		INTRODUCTION TO PHILOSOPHY and Instructor Section Preferences	If there is no criteria are viewing the <b>Gen</b> e			Saved successifully (2	2 rows saved)			
· RESERVED SEATS DETAILS						() Inser	t 🖪 Delete 🌆 Copy 🌱 Filter			
Level Campus	College Degree Program			ricula Class Attribute	Cohort Admission Term	Matriculation Term	Graduation Term			
H. 4 (1 H ) = H	1 Par Page	MAJOR PHIL		waren	sts can be added to: ral Population Rule	Record 1				
Overflow Reser	rved Maximum *	Reserved Actual	Conoral Donulation Bula	Waitlist Maximum * OR		Waitlist Rer	naining			
25	0 = General Population		General Population Rule	0	Reserved Seat Rule	0				
H R THAY M	25 = Philosophy Majors		Reserved Seat Rule				Record 1 of 2			
* RESERVED SEAT TOTALS	25 = Maximum Enrollment					🖸 Inser	t 🔲 Delete 🦷 Copy   🔨 Filler			
(  Delete Reserved Data )										
	Maximum			Actual		Remaining				
Total Reserved	25			Ó		25				
Total Watlist	12			0		12				

# EXAMPLES OF RESERVED SEATING AND WAITLIST - LEARNING COMMUNITY

#### LEARNING COMMUNITY

#### **REMINDER!**

- For Learning Community Sections, <u>waitlists can be added to the General Population Rule only (as defined in the</u> <u>Procedures Section)</u>.
- Block Enrollment is "all or none."
- There is no waitlist for Blocks. Adding a waitlist to one section does not work as it does not guarantee enrollment in the entire block.

X Schedule SSA	ASECT 9.3.5 (PPROXE)							🛃 AGO 🖺 RETREN	E 🚣 RELATED	TOOLS
Term: 201840 CRN: 1	12003 Subject: CHEM Co	urse: 01LA Title: GENE	ERAL CHEMISTI	RY LABORATI					50	art Over
Course Section Informa	ation Section Enrolment Info	mation deeting Times and Inst	tructor Sect	son Preferences						
Enrollment Details	Reserved Seats									
ENROLLMENT DETAILS								C insert	Detete 🐂 C	opy 🕴 🕄 Fitter
Maxemum	E			Waitlist Maximum	99		Projected 21			
Actual				Waltist Actual	ō,	99 = General Population	Paloe 20			
Remaining	17			Wallist Remaining	99	N/A = Learning Community	✓ Reserved			
	Authorization Codes Active for	Section Generated Credit Hou	urs 1.000			99 = Waitlist Maximum				
Census One										
Enrollment Count	( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )					Freeze Date 10/19/2010				
Ceesus Two										
Enrollment Count	0					Freeze Date				
Add Authorization Regi										
Calculated Section	10/01/2018			Add Authorization			Waltist Notification			
Start Date				Start Date			Ending Date			

× Sch	nedule SSASECT	935 (PPRDX	5)										🚡 ADO	REI REI	REVE	A RELAT	ED 🏶 TOOL
Course Sec Enrolment I * RESERVED S Level	40 CRN: 12003 dion Information Details Reser SEAT 5 DETAILS Campus	Section Enro	IEM Course:		le: GENERAL CHEN	IISTRY LABORATI Section Preferences Field of Study C		no criteria on the first g the <b>General Populat</b>		Cohort	Admissio		Metriculation Te	um	Gra	duation Te	
Overflow	Reserve		6 = General I	Population Community	Reserved Actual	Res 15 2	erved Remaining	Waltist Maximum *	number	of stude	nts to v	waitlist	ant to all . <u>Genera</u>	l Popi	ulatic	on ON	<u>ily.</u>
2 Delete i	SEAT TOTALS Reserved Data	1	3 = Maximur	m Enrollment Maximum				Actual		e option cision.	to set	to a <b>lo</b> v	ver limit i	s a de	epart	ment	al
	el Waitlist			99				0	L				99				

## LEARNING COMMUNITY - NO SEATS FOR GENERAL POPULATION

X Schedule SS/	ASECT 9.3.5 (PPRDXE)							🖬 A00			ED 🌸	TOOLS
Term: 201840 CR08: 25700 Subject: CHEY Course: 002G TIBE: CHASS FIRST FINE ARTS COURS											Start Over	
Course Section Inform	The second se	Meeting Times and Instructor Sec	tion Preferences									
Enrollment Details	Reserved Seats											
* ENROLLMENT DETAILS									D insert	Delete 5	Copy	F. Filter
Maximum	E		Waltist Maximum	0	0 = General Population	Projected	0					
Actual	1		Waitlist Actual	0	N/A = Learning Community	Prior	0					
Remaining	74		Waitsist Remaining	0			Reserved					
	Authorization Codes Active for Section	Generated Credit Hours 4.000			0 = Waitlist Maximum							
Census One												
Enrollment Count	1				Freeze Date 10/19/2018							
Census Two												
Enroliment Count	0				Freeze Date							
Add Authorization Reg	sstration Dates											
Calculated Section	10/01/2018		Add Authorization			Waitlist Notification						
Start Date			Start Date			Ending Date						

Note: If no seats are being set aside for General Population, Reserved Maximum will read zero.

#### Add Reserved Seating and Waitlist

Cour	201840 CRN: se Section Infor	ASECT 9.3.5 (PPRD 25700 Subject: ( nation Section En Reserved Seats AILS	CHFY Course		Title: CHASS F1RST FINE Imes and Instructor Sec	ARTS COURS	If there is no cr are viewing the		ADD ▲ RETREVE ▲ VELATED ▲ TOOL Start Over           Image: Start Over           Image: Start Over           Image: Start Over						
Level	Camp	us College	Degree	Program	Field of Study Type	Field of Study Co	ide Department	Curricula	Class	Attribute	Cohort	Admission Term	Matriculation Term	Graduatio	n Term
If no seats are being set aside for <b>General</b>		Per Page     Reserved Maximum *     0		Reserved Actual Re		erved Remaining	Waitfist Maximum *			LHCHCT03R		ng Community Cohort		Record 1 of	
Population,		75			1	74		0				0	0		
<b>leserved</b> <b>/laximum</b> will ead <b>zero</b> .	EAT TOT	0 = Genera 75 = Learnin	l Population g Communit										0	toqeit 🗖 Canada	Record 1
	Concentration of the Concentra	75 = Maximu	um Enrolime	nt				Actual					Remaining		
	Total Reserved			15				.75					74		
	Total Waitlist			0				0					0		