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 only 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.

a. 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 **not** 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**.

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. <u>99 seats</u> 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 <u>lower limit</u> 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.

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

No Reserved Seating

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)
3. 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

Single Activity Course (no secondary schedule type)

99 seats is the default (if you want to allow an unlimited number of students to waitlist in this section).
➢ The option to set to a **lower limit** is a departmental decision.

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

EXAMPLE WAITLIST – MORE THAN ONE ACTIVITY COURSE

BIEN 101 001 Lecture (unit-bearing activity)

PRIMARY SECTION

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

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

SECONDARY SECTION

99 seats is the default (if you want to allow an unlimited number of students to waitlist in this section).
> The option to set to a lower limit is a departmental decision.

Waitlist Maximum number will automatically update the Waitlist Remaining field.

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 = **135**

ADDING RESERVED SEATING

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.

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

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: **Class** (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.

7. Save.

Not Actual yet; this will change once you click Yes.

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.

Actual is now correct.

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.

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

In this example the waitlist is comprised of all general population students. See below.

If there is no criteria on the first line, you are viewing the **General Population** rule.

Field of Study criteria

50 = General Population
10 = Sociology Majors
60 = Maximum Enrollment

General Population Rule

Reserved Seat Rule

Waitlists can be added to:
✓ General Population Rule
OR
Reserved Seat Rule

DESIGNATED STUDENT POPULATION – CLASS – WAITLIST ON BOTH GROUPS

2 = General Population
2 = Students with a Class Standing
4 = Waitlist Maximum

If there is no criteria on the first line, you are viewing the **General Population** rule.

Class Code (FR = Freshman)

1 = General Population
1 = Class
2 = Maximum Enrollment

General Population Rule

Reserved Seat Rule

Waitlists can be added to BOTH:
General Population Rule and Reserved Seat Rule

DESIGNATED STUDENT POPULATION - NO SEATS FOR GENERAL POPULATION

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

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 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.

LEARNING COMMUNITY - NO SEATS FOR GENERAL POPULATION

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

Schedule SSASECT 9.3.5 (PPRDXE)

Term: 201840 CRN: 25700 Subject: CHFY Course: 002G Title: CHASS F1RST FINE ARTS COURS

Start Over

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

Enrollment Details   Reserved Seats

RESERVED SEATS DETAILS

If there is no criteria on the first line, you are viewing the **General Population** rule.

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort	Admission Term	Matriculation Term	Graduation Term
											LHCHCT03RN			

Learning Community Cohort

Record 1 of 2

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

Reserved Maximum *	Reserved Actual	Reserved Remaining	Waitlist Maximum *		
0	0	0	0	0	0
75	1	74	0	0	0

Record 1 of 2

0 = General Population
75 = Learning Community Cohort
75 = Maximum Enrollment

		Actual	Remaining
Total Reserved		75	74
Total Waitlist	0	0	0