

SSASECT-INB-ENTERING RESERVED SEATS USING RESERVE SEATS TAB

1. Instructor Permission + Reserve or Open

You need to create two separate sections, one for the IP and the other for open and/or reserve seats and then cross-list. You cannot create one section using IP and reserve or open. The system will default and require IP for everyone.

2. UG + GR sections that meet together

You need to create two separate sections, one for the UG and one for the graduate level and then cross-list.

3. UG + UG sections with different prefixes that meet together

You need to create two separate sections, one for each UG section under the correct prefix and then cross-list.

4. Open Quota + Reserve Quota

Create one section under one CRN (see screenshots).

5. Multiple Reserve Quotas

Create one section under one CRN (see screenshots).

EXAMPLE #4:

Enter the OPEN quota in the Maximum field under Enrollment Details on the Enrollment Details tab.

SAVE

Then click on the Reserve Seats tab.

Go to Record Insert to enter a new line.

Enter a line for each reservation needed.

SAVE

Click on the Enrollment Details tab to be sure the system calculated the total quota correctly.

10 seats are open

12 are reserved for freshmen only

5 seats are reserved for AAS majors only

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule Form SSASECT 8.5.1.3S (PROD)

Term: 201210 CRN: 5408 Create CRN: Copy CRN: Subject: CWP Course: 102 Title: TEST COURSE CYNTHIA

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences SUNY Institutional Research

Enrollment Details Reserved Seats

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class Attribute	Cohort
Admission Term:										
Matriculation Term:										
Graduation Term:										
User ID:							FASLACM			10-JUL-2012
Overflow										
Reserved Maximum:							10			0
Actual:							0			0
Remaining:							10			0
Waitlist Maximum:							0			0
Actual:							0			0
Remaining:							0			0
Admission Term:									FR	
Matriculation Term:										
Graduation Term:										
User ID:							FASLACM			10-JUL-2012
Overflow										
Reserved Maximum:							12			0
Actual:							0			0
Remaining:							12			0
Waitlist Maximum:							0			0
Actual:							0			0
Remaining:							0			0
Admission Term:					MAJOR	AAS				
Matriculation Term:										
Graduation Term:										
User ID:							FASLACM			10-JUL-2012
Overflow										
Reserved Maximum:							5			0
Actual:							0			0
Remaining:							5			0
Waitlist Maximum:							0			0
Actual:							0			0
Remaining:							0			0

Reserved Seat Totals

	Maximum	Actual	Remaining	Maximum	Actual	Remaining
Total Reserved:	27	0	27	Total Waitlist:	0	0

Delete Reserved Seats

FRM-40400: Transaction complete: 2 records applied and saved.

Record: 1/3 < > <OSC>

This section has a total quota of 27: 10+ 12+ 5. Banner automatically calculates this based on what you have entered. Always double-check to be sure you've entered your information correctly and that the system has tallied all the numbers correctly.

The screenshot displays the Oracle Fusion Middleware Forms Services interface for a course section. The 'Enrollment Details' tab is active, showing the following information:

- Term:** 201210
- CRN:** 5408
- Subject:** CWP
- Course:** 102
- Title:** TEST COURSE CYNTHIA

The 'Enrollment Details' section includes the following fields:

- Maximum:** 27
- Actual:** 0
- Remaining:** 27
- Waitlist Maximum:** 0
- Waitlist Actual:** 0
- Waitlist Remaining:** 0
- Projected:** 0
- Prior:** 0
- Reserved
- Generated Credit Hours:** .000

Below the enrollment details, there are two census boxes:

- Census One:** Enrollment Count: 0, Freeze Date: 30-JAN-2012
- Census Two:** Enrollment Count: 0, Freeze Date: [empty]

The status bar at the bottom indicates: "Maximum enrollment for section; press Count Query Hits to enter reserved seats. Record: 1/1 | ... | <OSC>"

EXAMPLE #5:

Click on Reserve Seats tab.

Go to Record Insert to enter a new line.

Enter a line for each reservation needed.

SAVE

Click on the Enrollment Details tab to be sure the system calculated the total quota correctly.

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help ORACL

Schedule Form SSASECT 8.5.1.3S (PROD)

Term: 201210 CRN: 5409 Create CRN: Copy CRN: Subject: CWP Course: 102 Title: TEST

Course Section Information **Section Enrollment Information** Meeting Times and Instructor Section Preferences SUNY Institutional Research

Enrollment Details Reserved Seats

Enrollment Details

Maximum: <input type="text" value="31"/>	Waitlist Maximum: <input type="text" value="0"/>	Projected: <input type="text" value="0"/>
Actual: <input type="text" value="0"/>	Waitlist Actual: <input type="text" value="0"/>	Prior: <input type="text" value="0"/>
Remaining: <input type="text" value="31"/>	Waitlist Remaining: <input type="text" value="0"/>	<input checked="" type="checkbox"/> Reserved

Generated Credit Hours:

<p>Census One</p> <p>Enrollment Count: <input type="text" value="0"/></p> <p>Freeze Date: <input type="text" value="30-JAN-2012"/></p>	<p>Census Two</p> <p>Enrollment Count: <input type="text" value="0"/></p> <p>Freeze Date: <input type="text"/></p>
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Maximum enrollment for section; press Count Query Hits to enter reserved seats.

Record: 1/1 | ... | <OSC>

You can correct the reserved maximum you entered on the Reserved Seats tab for each line.

Always remember to SAVE and double-check that the system re-calculated.

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help **ORACL**

Term: 201210 CRN: 5409 Create CRN: Copy CRN: Subject: CWP Course: 102 Title: TEST

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences SUNY Institutional Research

Enrollment Details Reserved Seats

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class Attribute	Cohort
Admission Term:		Matriculation Term:		Graduation Term:		User ID: FASLACM		Activity Date: 10-JUL-2012		
<input type="checkbox"/> Overflow	Reserved Maximum: 0	Actual: 0	Remaining: 0	Waitlist Maximum: 0	Actual: 0	Remaining: 0				
									EOP1	
Admission Term:		Matriculation Term:		Graduation Term:		User ID: FASLACM		Activity Date: 10-JUL-2012		
<input type="checkbox"/> Overflow	Reserved Maximum: 10	Actual: 0	Remaining: 10	Waitlist Maximum: 0	Actual: 0	Remaining: 0				
									SO	
Admission Term:		Matriculation Term:		Graduation Term:		User ID: FASLACM		Activity Date: 10-JUL-2012		
<input type="checkbox"/> Overflow	Reserved Maximum: 6	Actual: 0	Remaining: 6	Waitlist Maximum: 0	Actual: 0	Remaining: 0				

Reserved Seat Totals

	Maximum	Actual	Remaining	Maximum	Actual	Remaining
Total Reserved:	31	0	31	Total Waitlist:	0	0

Level code; press LIST for valid codes.
Record: 2/7 <OSC>

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help **ORACL**

Term: 201210 CRN: 5409 Create CRN: Copy CRN: Subject: CWP Course: 102 Title: TEST

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences SUNY Institutional Research

Enrollment Details Reserved Seats

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class Attribute	Cohort
Admission Term:		Matriculation Term:		Graduation Term:		User ID: FASLACM		Activity Date: 10-JUL-2012		
<input type="checkbox"/> Overflow	Reserved Maximum: 0	Actual: 0	Remaining: 0	Waitlist Maximum: 0	Actual: 0	Remaining: 0				
									EOP1	
Admission Term:		Matriculation Term:		Graduation Term:		User ID: FASLACM		Activity Date: 10-JUL-2012		
<input type="checkbox"/> Overflow	Reserved Maximum: 8	Actual: 0	Remaining: 8	Waitlist Maximum: 0	Actual: 0	Remaining: 0				
									SO	
Admission Term:		Matriculation Term:		Graduation Term:		User ID: FASLACM		Activity Date: 10-JUL-2012		
<input type="checkbox"/> Overflow	Reserved Maximum: 6	Actual: 0	Remaining: 6	Waitlist Maximum: 0	Actual: 0	Remaining: 0				

Reserved Seat Totals

	Maximum	Actual	Remaining	Maximum	Actual	Remaining
Total Reserved:	29	0	29	Total Waitlist:	0	0

FRM-40400: Transaction complete: 2 records applied and saved.
Record: 1/4 <OSC>

To delete a line on the Reserved Seats tab, make sure the line you want to remove is highlighted and then go to Record Remove, SAVE.

Oracle Fusion Middleware Forms Services: Open > SSASECT

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Admission Term: Matriculation Term: Graduation Term: User ID: FASLACM Activity Date: 10-JUL-2012										
<input type="checkbox"/> Overflow Reserved Maximum: 0 Actual: 0 Remaining: 0 Waitlist Maximum: 0 Actual: 0 Remaining: 0										
									EOP1	
Admission Term: Matriculation Term: Graduation Term: User ID: FASLACM Activity Date: 10-JUL-2012										
<input type="checkbox"/> Overflow Reserved Maximum: 8 Actual: 0 Remaining: 8 Waitlist Maximum: 0 Actual: 0 Remaining: 0										
									SO	
Admission Term: Matriculation Term: Graduation Term: User ID: FASLACM Activity Date: 10-JUL-2012										
<input type="checkbox"/> Overflow Reserved Maximum: 6 Actual: 0 Remaining: 6 Waitlist Maximum: 0 Actual: 0 Remaining: 0										

Reserved Seat Totals			Maximum	Actual	Remaining	Maximum	Actual	Remaining
Total Reserved:			29	0	29	Total Waitlist: 0 0 0		

Delete Reserved Seats

Level code: press LIST for valid codes.
Record: 2/4 ... <OSC>

RESTRICTION is now referred to as RESERVATION.

You can reserve seats for the following students:

- By Field of Study Type (MAJOR): enter correct alpha major code
- By class: FR, SO, JR, SR
- By attribute: EOP1 (first-time, first-semester EOP), HON (All College Honors Program), ORIE (first-time, first-semester incoming freshmen through orientation)

(Updated 07/10/12)