

## Set Reserved Seats Rules

### Reserved Seats Tab



Reserved Seating can be difficult to manage. Review the following section carefully before entering any Reserved Seat criteria.

- Once enrollment exists you cannot adjust reserve seating totals or rules.
- The Reserved Maximum on the first rule will need to be adjusted after creating or deleting reserved seating rules.
- Clicking on the Delete Reserved Seats icon will delete ALL Reserved Seats rules. Once a set of rules has been saved only the Reserved Maximum can be adjusted.
- Verify the accuracy of the Enrollment Maximum number on the Enrollment Details tab after Reserved Seats rules have been created or deleted.

1. Access the Section Enrollment Details tab  
*SASECT | Section Enrollment Information | Reserved Seats tab*

The first set of rules cannot be modified except for the **Reserved Maximum** value. The reserved Maximum will default from the Maximum field on the Enrollment Details tab. This number equals the total number of **unreserved seats** and must be adjusted as reserved seats are added.

Course Section Information		Section Enrollment Information		Meeting Times and Instructor		Section Preferences											
Enrollment Details		Reserved Seats															
RESERVED SEATS DETAILS										+ Insert		- Delete		📄 Copy		🔍 Filter	
Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Co						
⏪ ⏩ 1 of 1 ⏪ ⏩ 3 ▾ Per Page Record 1 of 1																	
Overflow	Reserved Maximum *		Reserved Actual		Reserved Remaining		Waitlist Maximum *		Waitlist Actual		Waitlist Remaining						
<input type="checkbox"/>	<div>25</div>		5		20		0		0		0						
⏪ ⏩ 1 of 1 ⏪ ⏩ 3 ▾ Per Page Record 1 of 1																	

Enrollment Details <b>Reserved Seats</b>	
ENROLLMENT DETAILS	
Maximum *	25
Actual	5
Remaining	20



**Do not save** your reserved seat criteria until all steps have been completed.

2. Use the insert button above the existing record to add a second set of seating rules. A second row will populate and this is where reserved seating information should be entered.

Enrollment Details <b>Reserved Seats</b>											
RESERVED SEATS DETAILS											
<div> <div>1 of 1</div> <div>3 Per Page</div> <div>Record 1 of 1</div> </div>											
Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Co



One or more criteria may be utilized when reserving seats (see the Reserved Seats Tab Definitions).

However, if multiple criteria exist on a single set of rules, the student must meet ALL reserve seat criteria for that set in order to enroll in one of the reserved seats.

3. Enter reserved seats criteria by utilizing the ellipsis to make the appropriate selection(s).
4. Enter the number of seats to be reserved in the Reserved Maximum field for that set of rules.
5. Check the Overflow checkbox in each rule. This allows students who meet the reserved seats criteria to register for available non-reserved seats once the reserved seats in that rule are filled.

Overflow	Reserved Maximum *	Reserved Actual	Reserved Remaining	Waitlist Maximum *	Waitlist Actual	Waitlist Remaining
<input type="checkbox"/>	25	5	20	0	0	0
<input checked="" type="checkbox"/>	10	0	0	0	0	0



**NOTE:** The Overflow checkbox can be utilized at any point in time, even if enrollment exists in the section. It is possible after enrollment but not advisable.



**Question** – If the Overflow checkbox is not checked and reserved seating maximum has been reached for a certain population, what override do you give the student?

Example: You have a reserved seating rule for juniors only and you want to add an additional junior to the section.

**Answer** – The student will need a capacity override.

6. To add additional set of rules, repeat steps 2-5.
7. In the first set of rules, the Reserved Maximum that defaulted from the Maximum field on the Enrollment Details tab must be reduced by the total number of reserved seats established in each rule.


Enter the corrected number of unreserved seats, and tab to view the adjusted Maximum value in the Total Reserved field. (e.g., total seats – reserved seats = total unreserved seats) (e.g., 25 – 10 = 15).


RESERVED SEATS DETAILS											Insert	Delete	Copy	Filter
Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Co			
	GC													
											Record 1 of 2			
Overflow	Reserved Maximum *		Reserved Actual	Reserved Remaining		Waitlist Maximum *		Waitlist Actual	Waitlist Remaining					
<input type="checkbox"/>	15		5	10		0		0	0					
<input checked="" type="checkbox"/>	10		0	10		0		0	0					

Total allowable seats (both reserved and unreserved) will display in the Maximum field of the Reserved Seat Totals at the bottom of the page.

RESERVED SEAT TOTALS			
Delete Reserved Data			
	Maximum	Actual	Remaining
Total Reserved	25	5	20
Total Waitlist	0	0	0

## 8. SAVE

Click on the Save button  in the lower right-hand corner of the page. Confirmation of the completed and saved transaction will appear in the messaging area in the upper right hand corner of the page.

ADD	RETRIEVE	RELATED	TOOLS	1
 Saved successfully (1 rows saved)				

- Once a set of rules has been saved only the Reserved Maximum can be adjusted. To correct a set of rules prior to enrollment in the section, the rule must be record removed and reentered.
- Once a set of rules has enrollment, you must contact the Academic Scheduling Center to have the rule adjusted.

## Deleting Reserved Seats

### Deleting All Reserved Seat Rules

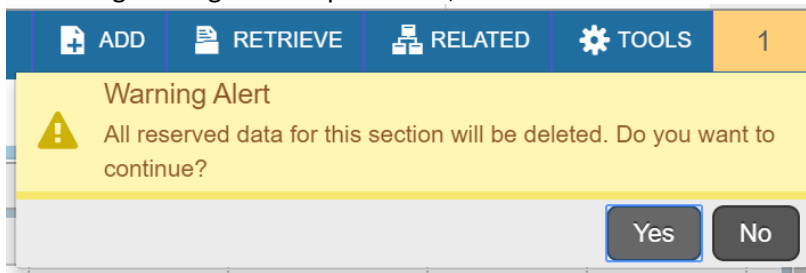


- The Reserved Maximum on the first rule will need to be adjusted after deleting reserved seating rules.
- Clicking on the Delete Reserved Seats icon will delete ALL Reserved Seats rules.
- Verify the accuracy of the Enrollment Maximum number on the Enrollment Details tab after Reserved Seats rules have been deleted.
- **Reserved Seats may be deleted only if no actual enrollment exists in the section.**

1. To delete ALL Reserved Seating, click on the Delete Reserved Data button located at the bottom of the form, in the Reserved Seat Totals block.

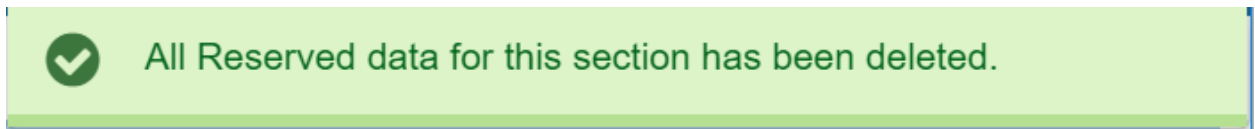
RESERVED SEAT TOTALS			
Delete Reserved Data			
	Maximum	Actual	Remaining
Total Reserved	25	0	25
Total Waitlist	0	0	0

A warning message will be presented, select Yes.



All reserved seat information will be deleted, leaving only the section enrollment numbers.


A message, "All Reserved data for this section has been deleted." will appear in the top right hand corner of the page, confirming the deletion.



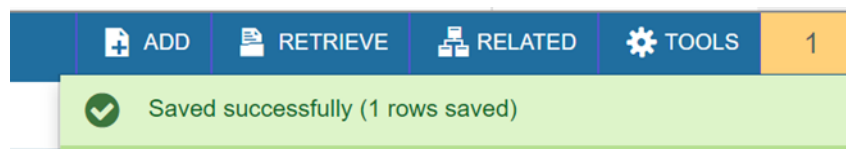
2. Before saving, click on the Enrollment Details tab. Enrollment Details Maximum must be adjusted to the desired total for the section.

Enrollment Details	Reserved Seats
ENROLLMENT DETAILS	
Maximum *	25
Actual	0
Remaining	25

3. **SAVE**

Click on the Save button  in the lower right-hand corner of the page.

Confirmation of the completed and saved transaction will appear in the messaging area in the upper right hand corner of the page.



## Deleting an Individual Set of Reserved Seat Rules



- The Reserved Maximum on the first rule will need to be adjusted after deleting reserved seating rules.
- Clicking on the Delete Reserved Seats icon will delete ALL Reserved Seats rules.
- Verify the accuracy of the Enrollment Maximum number on the Enrollment Details tab after Reserved Seats rules have been deleted

**A Reserved Seat rule may only be deleted if no actual enrollment exists in that rule.**

1. Use the down arrow on the keyboard to access the appropriate set of rules.
2. Click the delete button at the top of the page.

Click the delete button at the top of the page.

RESERVED SEATS DETAILS

Insert

Delete

Copy

Filter

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Co
UC											

1 of 1

3 Per Page

Record 2 of 2

Overflow	Reserved Maximum *	Reserved Actual	Reserved Remaining	Waitlist Maximum *	Waitlist Actual	Waitlist Remaining
<input type="checkbox"/>	15	0	15	0	0	0
<input type="checkbox"/>	10	0	10	0	0	0

1 of 1

3 Per Page

Record 2 of 2

### 4. SAVE

Click on the Save button  in the lower right-hand corner of the page.

A warning message will be presented, click Yes to proceed.

**Warning Alert**

\*WARNING\* You will be changing the original maximum number of seats available for this section. Do you still want to save?

Yes No

Confirmation of the completed and saved transaction will appear in the messaging area in the upper right hand corner of the page.

ADD RETRIEVE RELATED TOOLS 1

Saved successfully (1 rows saved)

An error message may appear underneath the save confirmation. Click on the Enrollment Details to confirm that your capacity count is correct. The error message will resolve.