

Editing Enrollment Limits for a Section Using SSASECT

Schedule Form – Enrollment Data Block:

Use the Enrollment Data block to enter a student enrollment maximum for a section.

1. Open the Schedule form by typing **SSASECT** in the **Go** box of the Banner Main menu and press the **[Enter]** key on the keyboard. If the term code is already displayed, skip to step 3.
2. Type the term code in the **Term** field.
3. Press the **[Tab]** key on the keyboard to navigate to the **Course Ref. Number (CRN)** field. Here you can either type in the CRN or double-click on the field to search for the CRN you want to work with. To search for the CRN see earlier lessons in this workshop.
4. Click the **Next Block** icon on the toolbar to move the cursor to the Section information block of the form.
5. From the Section Information block of the Schedule form (SSASECT), click **Options** in the menu bar and click **Section Enrollment Info** from the list.
6. Type the maximum number of allowed students in the **Maximum** field. This may already be entered by default.

The screenshot shows a software window titled "Enrollment Data SSASECT 7.1 (T1001202)". It is divided into two main sections: "Enrollment Details" and "Census One".

Enrollment Details: This section contains three input fields: "Maximum:", "Actual:", and "Remaining:". The "Maximum:" field is highlighted with a red box and has a callout box pointing to it. The "Actual:" and "Remaining:" fields are also highlighted with red boxes and have a callout box pointing to them.

Census One: This section contains two input fields: "Enrollment Count:" and "Freeze Date:". The "Freeze Date:" field is highlighted with a red box and has a callout box pointing to it.

Callout Boxes:

- Important:** Although there is a reserved seating button, this feature is not being utilized and is under consideration by Academic Affairs. (Points to a small icon next to the Maximum field.)
- Disabled Fields:** Any fields that are gray in color or disabled indicate that they cannot be modified. The **Actual** and **Remaining** fields are an example of this and will automatically populate during the registration process. (Points to the Actual and Remaining fields.)
- 100% Drop Deadline:** This automatically defaults to a date entered by Records & Registration. (Points to the Freeze Date field.)

7. Click the **Save** icon on the toolbar.
8. Click the **Next Block** icon on the toolbar. The Section Information block displays.