The following is information on how to enter course section reservations on the S3 Admin Console. Reservations are to be set/entered 3 weeks before each semester registration period begins.

First, log into the S3 Admin Console. Choose “Course” under tabs. Type in the course number you want and click “Find”. The system will bring up the course. Then, click on the course.

On the next screen, click on the “Sections” tab. This will bring up a list of “Section Info” and “Section Details.”
Then you will click on “Course Reservations”. This screen is where you will enter your Course Section Reservations. *Remember to double check you are in the correct semester and section.

Reservations can be made by:

“COL” – if you click on ‘?’ it will bring up a list of colleges to choose from.

“DEPT” – if you click on ‘?’ it will bring up a list of departments to choose from.

If you wish to reserve “OLR” seats, it is listed under “DEPT”.

October 23, 2014
“CLASS” – if you click on ‘?’ it will bring up a list of class levels to choose from. This now includes “Grad” and “Undergrad”.

“RESVD” – You will insert the number of students you want for each reservation.

“MAX” – You will insert the maximum number of seats you want for the course section.

*Remember if your course section is cross-listed with another course(s), your total number of reserved seats, of the cross-listed course sections, cannot exceed the “MAX” number.

“OPEN” – This is the number of seats available without a reservation. Any student can register for this course section as long as they meet the pre-reqs.

Note: “CAP” is the number of seats in the room; “ACTUAL” is the number of students registered.

**RESERVATIONS**

The reservations are used to “reserve seats” just as the name implies. The reservations allow departments to SAVE SEATS for their students, or groups of students they’ve promised seats to. Any seats that are not accounted for in the reservations are OPEN seats and any student can register for them.

The profile of the reservation is determined with a combination of three pieces of data – College, Department and Class.

The number of seats reserved is either all the seats, none of the seats, or a specific number of seats which is entered on the reservation line along with College, Department and/or Class level.

If you set your reservation to (dept) “OLR” to the course section max, all students will go to the waitlist. *No student will be able to register for the course on their own.*

Courses can now be reserved by number of undergraduate students (U) or number of graduate students (G). (Class does not have to be specified – i.e., 0, 1, 2, 3, 4, 5, 10, or 20.)

When students use SIO to register or an Academic Advisors uses S3 to register a student, those reservations are checked against the student’s actual profile. If the student (college, dept, class) matches the reservation (college, dept, class) AND there is a seat left in the reservations, the student is given that seat. If there are no seats left, the student is offered the waitlist.
SPECIAL PERMISSION

The “SPECIAL PERMISSION” field is used to inform ALL students that this course section is offered by Special Permission only. SIO Registration will NOT allow a student to add a course section where Spec Perm = ‘Y’. Students will not be put on a waitlist and will receive a message that this course section is special permission only. **No student will be able to register for this course on their own.**

ALLOCATE SEATS

Allocate seats is used for 2 main purposes:

- To control the WAITLIST in a course
- To control the number of seats SAVED for each profile

The Allocate seats field is used to indicate if you will be allocating a particular number of seats to each of the reservations for this section or not.

When allocate seats: = Y, you will need to reserve as specific number of seats for each reservation. When entering your reservation, the cursor will stop in the ‘Resvd’ column for the user to enter the number of seats reserved for this particular reservation.

When Allocate seats: is N, you will NOT need to reserve a specific number of seats for each reservation. When entering your reservation, the cursor will NOT stop in the ‘Resvd’ column. These reservations indicate the profiles of students who have access to this section, but without restrictions on how many of each are permitted to register. Only that profile will be offered the waitlist if the ‘max’ is met.

For example: If you want to permit ONLY ETC students to add the course section and ONLY ETC students to be offered the waitlist for that course section, then set Allocate Seats = ‘N’.

When Allocate seats = Y

1. The user indicates the number of seats reserved (Resvd) for each reservation.
2. Students matching the reservations are limited by the Resvd number entered.
3. The composition of the waitlist is not limited to students matching the reservations.
4. If Allocate seats = Y, anyone can hit the waitlist (whether they meet the reservation or not).
When Allocate seats = N

1. The user does not indicate the number of reserved seats (Resvd) for each reservation.
2. There are no OPEN seats available in this section.
3. Students matching the reservations are limited by the “Max” number set.
4. The composition of the waitlist is limited to only students matching the reservations.
5. If Allocates seats = N, only those meeting the reservation will hit the waitlist.

**OLR SEATS**

OLR seats are used when a department wants to set aside a number of seats that they want to save for a specific number of students.

If you set you OLR seats to the number of “MAX” seats, everyone will be offered the waitlist.

Note: These students will not receive the same email message as the “SPECIAL PERMISSION” course section reservations generates. They will just be offered the waitlist.

*If you require any addition information or have questions regarding course section reservations, please send email to registration@andrew.cmu.edu.*