S3 Admin Console Course Reservation Guide

Carnegie Mellon University
Enrollment Services

S3 Admin Console Course Reservation Guide

This Guide contains instructions for entering course section reservations within the S3 Admin Console. Reservations should be set/entered **3 weeks** before semester registration begins.

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What are Course Reservations?

Course reservations are used to reserve seats in a class, just as the name implies. Setting course reservations allows departments to save seats for their own students or for groups of students they've promised seats to. Any seats that are not accounted for in the reservation are left open, and any student can register for them.

You may reserve all of the seats in a course, none of the seats, or a specific number of seats.

The profile of a reservation is determined by four pieces of data: **College**, **Department**, **Class** and **Major**.

When a student registers via SIO, or when academic departments use S3 to register a student, the student's profile (college, department, class, and major) is checked against the reservation (college, department, class, major). If the student's profile matches the reservation and there are reserved seats left in the course, the student is given an available seat. If there are no seats left, the student is offered the waitlist.

Setting Course Reservations – Step 1: Locate Your Desired Course

Log into the S3 Admin Console and choose the **Course** tab.

Type the course number into the "course" field and click Find. The course should appear below.

Click the blue course number to continue.

Setting Course Reservations – Step 2: Navigate to the Reservations Page

On the next screen, click on the **Sections** tab. You will see a sidebar on the left side of the screen with two headers: Section Info and Registration.

Under the Registration header, choose **Course Reservations**.

Setting Course Reservations – Step 3: Set the Maximum Number of Seats

First, confirm that you are looking at the correct semester and course section.

On the right side of the page, you will see the words CAP, MAX, and ACTUAL.

CAP is the number of seats in the room.

MAX is the number of seats the department wants to make available to students.

ACTUAL is the number of students registered.

In the **MAX** field, set the total number of seats you want to make available to students.

Note: the MAX number set cannot exceed the CAP.

Setting Course Reservations – Step 4: Choose Reservation Parameters

To create a reservation, click on the **plus sign (+).** A new row will appear where you may enter your reservation.

Reservations may be set using the following parameters:

College (COL): Click on the question mark (?) to bring up a drop-down menu of valid colleges.

Department (DEPT): Click on the question mark (?) to bring up a drop-down menu of valid departments.

Major (MAJOR): Click on the question mark (?) to bring up a drop-down menu of valid majors.

Class (CLASS): click on the question mark (?) to bring up a drop-down menu of class-levels. Class can be set by number of undergraduate students (U) or number of graduate students (G). Class level (0, 1, 2, 3, 4, 5, 10 or 20) is available but does not need to be specified.

Setting Course Reservations – Step 4: Choose Reservation Parameters

You can create course reservations by combining certain parameters (for example, MAJOR and CLASS). Not all combinations are permitted, however. You are unable to combine COL with DEPT; COL with MAJOR; or DEPT with MAJOR.
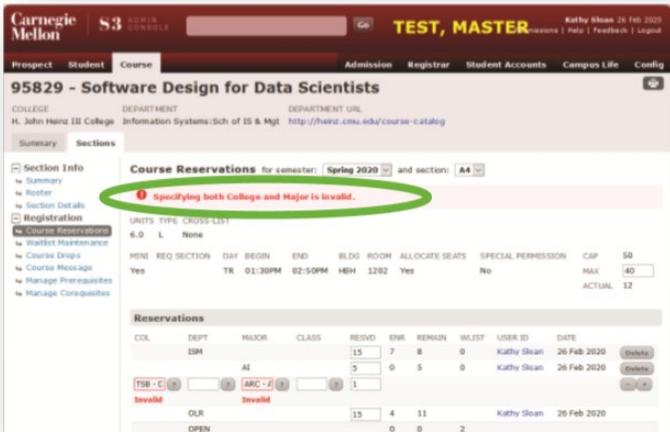
Combining COL and MAJOR results in an error message.
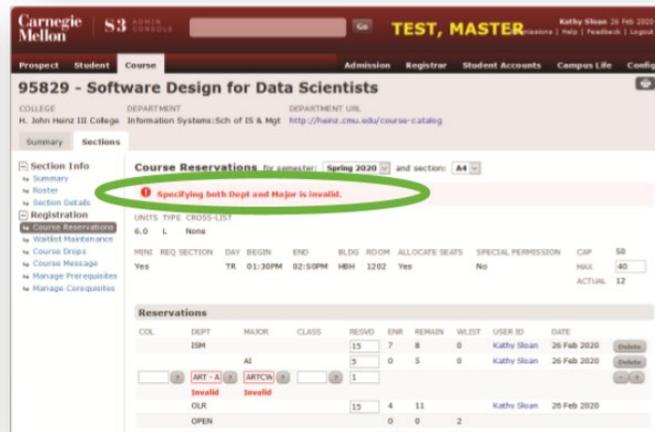
Combining DEPT and MAJOR results in an error message.
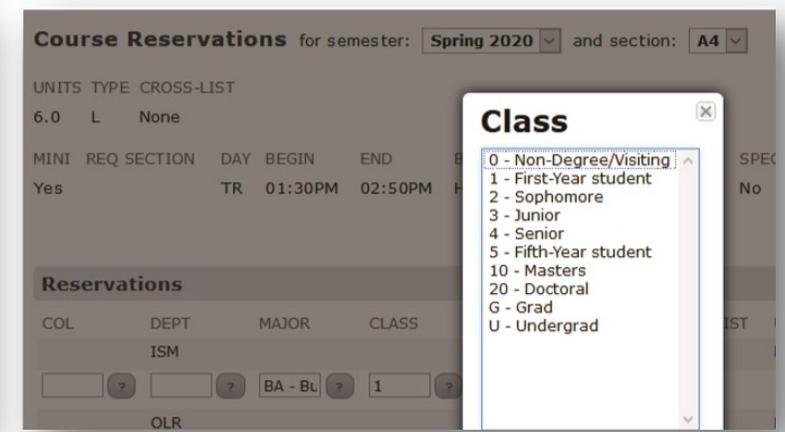
You may only combine CLASS with MAJOR (a class level is not required).

Once you have chosen your reservation parameters, you will decide how many seats you would like to set aside for your reservation(s).

In the **RESVD** field, enter the number of seats you would like to reserve.

When making reservations, the total number of RESVD seats cannot exceed the MAX number set, and the MAX cannot exceed the CAP (room capacity).

Note: If your course section is cross-listed with another course or courses, your total number of reserved seats, including those from the cross-listed sections, cannot exceed the MAX number of seats.

To set additional reservations, click the plus sign (+), choose your parameter(s), and set your RESVD number.

When you have finished your reservations, click **SAVE**.
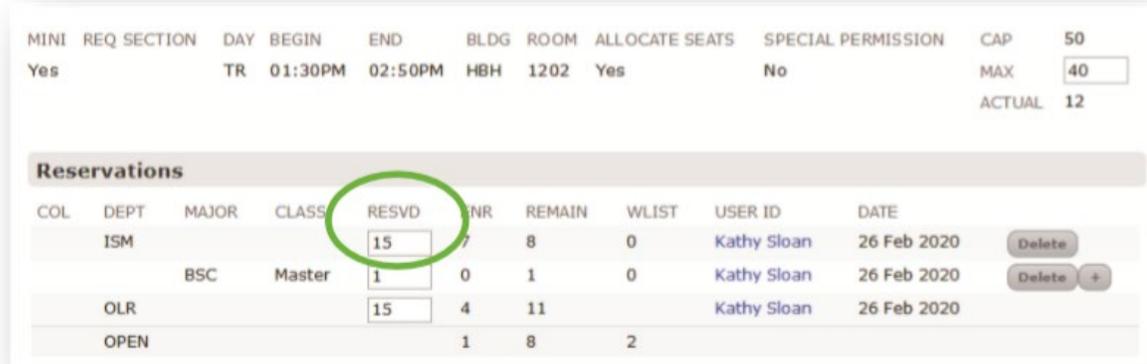
MINI	REQ SECTION	DAY	BEGIN	END	BLDG	ROOM	ALLOCATE SEATS	SPECIAL PERMISSION	CAP	50
Yes		TR	01:30PM	02:50PM	HBH	1202	Yes	No	MAX	40
									ACTUAL	12

Reservations

COL	DEPT	MAJOR	CLASS	RESVD	NR	REMAIN	WLIST	USER ID	DATE	
	ISM			15	7	8	0	Kathy Sloan	26 Feb 2020	Delete
		BSC	Master	1	0	1	0	Kathy Sloan	26 Feb 2020	Delete +
	OLR			15	4	11		Kathy Sloan	26 Feb 2020	
	OPEN				1	8	2			

Important Notes About the Course Reservations Page

OPEN Seats

This number **cannot** be set by departments. This is the MAX number of seats minus the total RESVD seats. Any student is eligible to register for this course under OPEN seats as long as they meet the pre-reqs.

OLR Seats

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

If you set your OLR seats to the MAX number, everyone will be offered a position on the waitlist. *No students will be able to register for the course on their own.*

OLR seats can be found under the **DEPT** drop-down.

Waitlists

If there are no seats available that match a student's profile, or there are not OPEN seats available, or the course section is reserved for all OLR seats, a student will be offered a position on the waitlist. Once a student is offered the waitlist, everyone not meeting the requirements for an available seat reservation will be offered the waitlist from that point on (unless the waitlist is cleared). If someone drops the course, or is dropped from the actual course section, there will be a seat available, but the system will **not** automatically register a student from the waitlist. **Departments are responsible for registering, or inviting a waitlisted student to register, for the available course section seat(s)**.

Important Notes About the Course Reservations Page

Allocate Seats

The ALLOCATE SEATS field is used to indicate whether or not you will be allocating a specific number of seats to each of your course reservations. The system automatically defaults this field to YES.

When ALLOCATE SEATS is Set to YES:

- You will use the RESVD field to choose how many seats to reserve.
- Students matching the reservations are limited by the RESVD number entered.
- There may be OPEN seats available, depending on your reservation(s).
- The composition of the waitlist will **not** be limited to students matching the reservations and anyone will be able to join the waitlist, whether or not they meet the reservation criteria.

Remember: When ALLOCATE SEATS is set to YES, you **must** reserve a specific number of seats for each reservation you create.

Important Notes About the Course Reservations Page

When ALLOCATE SEATS is Set to NO:
- Only one type of student will be able to register and join the waitlist. For example, if you want to permit only ETC students to add the course and only ETC students to join the waitlist, set ALLOCATE SEATS to NO.
- You will **not** use the RESVD filed to set aside seats for each reservation type.
- Students matching the reservations are limited to the MAX number set.
- There will be no OPEN seats available for your course section.
- The composition of the waitlist will be limited to students matching the reservation, and only those matching the reservation will be offered the waitlist.

Remember: When ALLOCATE SEATS is set to NO, you **do not** reserve a specific number of seats for each reservation. Only students who meet your reservation criteria will be able to register or be waitlisted for the course section.
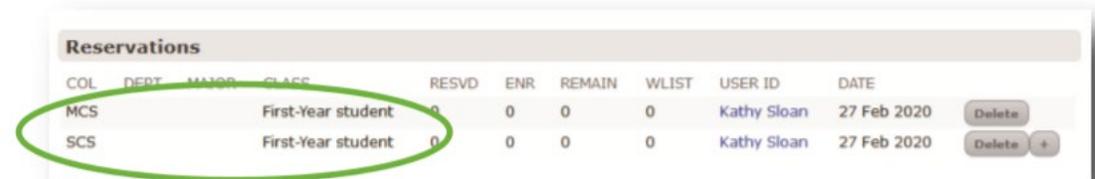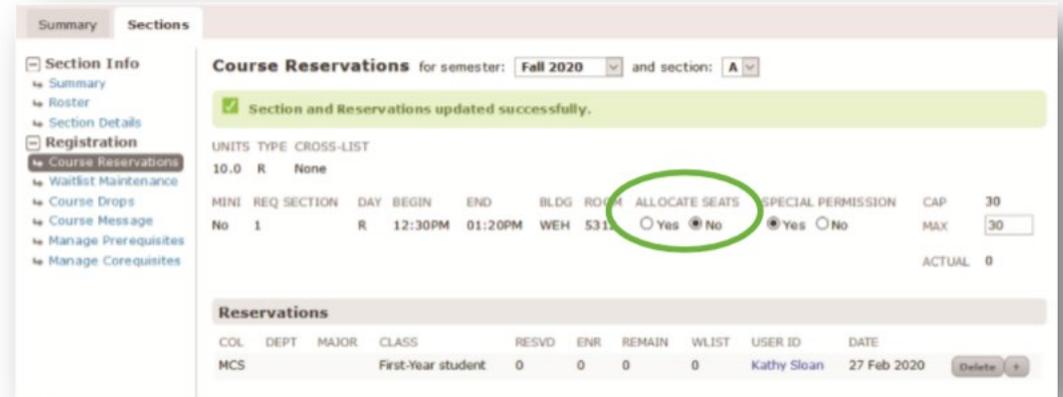
Multiple reservations can be made when ALLOCATE SEATS is set to NO. In the above example, only MCS and SCS freshmen can register or be waitlisted for this course section.

Thank you for your support of the Student Services Suite (S3).

If you need any assistance or have any questions regarding course section reservations, email registration@andrew.cmu.edu.

Be sure to stay tuned to the S3 Updates webpage for release summaries, user documentation, training sessions, and more.

Follow **@CarnegieMellonS3** on Facebook and Instagram, or **@S3CMU** on Twitter, for news and updates!