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.

### 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.

#### 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**.
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.

Step 4: Choose Reservation Parameters

To create a reservation, click on the + button. A new row will appear where you may enter your reservation.

Reservations may be set using the following parameters:

- **College (COL):** Click on the ? to bring up a drop-down menu of valid colleges.
- **Department (DEPT):** Click on the ? to bring up a drop-down menu of valid departments.
- **Major (MAJOR):** Click on the ? to bring up a drop-down menu of valid majors.
- **Class (CLASS):** Click on the ? 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.

**Note:** 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; and 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).
Step 4: Decide How Many Seats to Reserve

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 of the 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(s), your total number of reserved seats, including those from the cross-listed sections, cannot exceed the MAX number of seats.

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**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 section 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 menu.

**Waitlists**

If there are not 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).**

**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 Special Permission is set to YES. Students will not be put on a waitlist and will receive a message that this course section is special permission only. Students will need to speak to the department offering this course section in order to join. *No students will be able to register for this course on their own.*
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.

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 field to set aside seats for each reservation type
- Students matching the reservations are limited by the MAX number set
- There will be no OPEN seats available in 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.

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