Banner 9: Course/Schedule Information

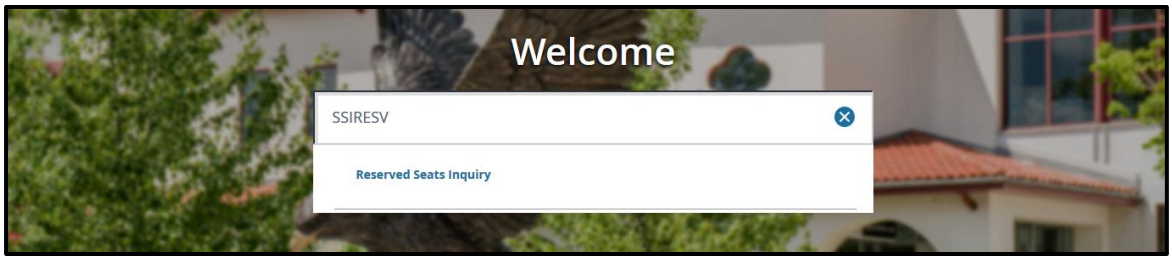
About the Forms

SSIRESV – This is the Reserved Seats Inquiry Form used to query and review reserved seat rules for a term and CRN.

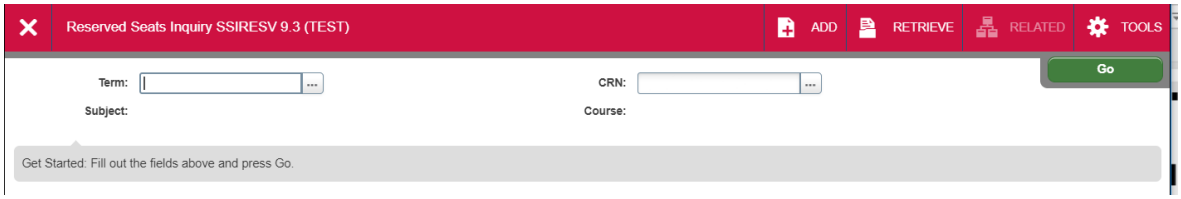
SSASECQ – This is the Schedule Section Query Form which is used to display all sections currently in the system.

Viewing Reserved Seats for Courses

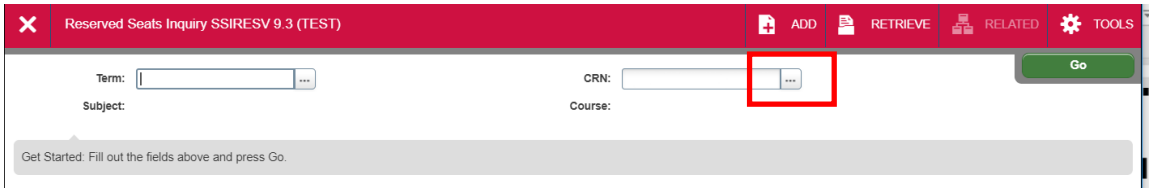
1. Navigate to the Reserved Seats Inquiry (**SSIRESV**) Form from the landing page



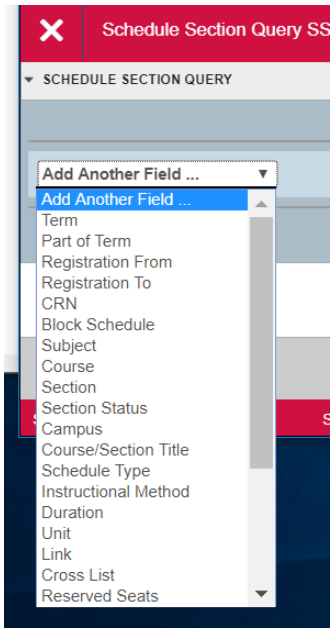
2. Enter the **Term** and **CRN**
3. Click **Go**



4. If you do not know the CRN, click **search** for the **CRN** field

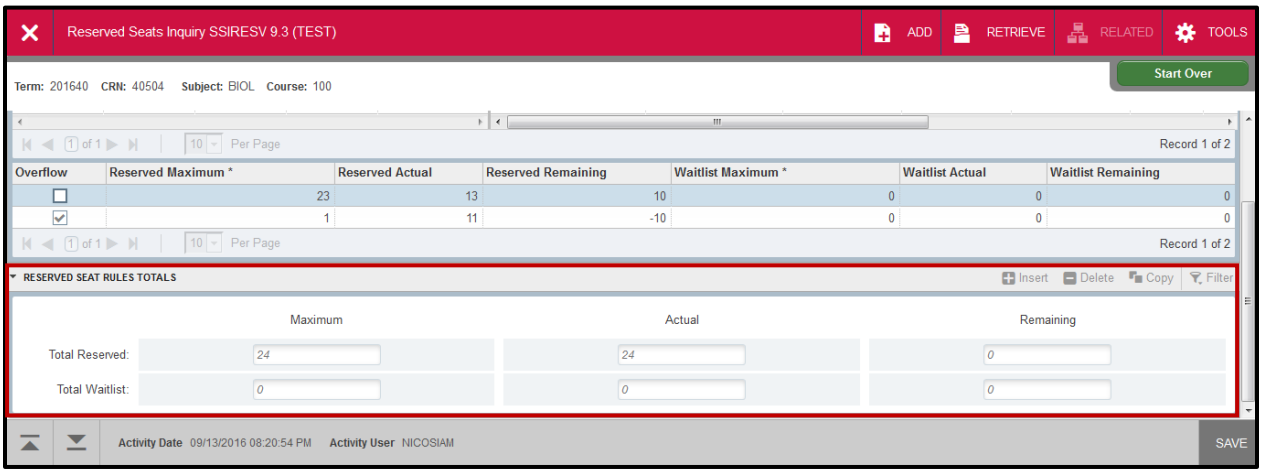


5. Select the field you wish to search



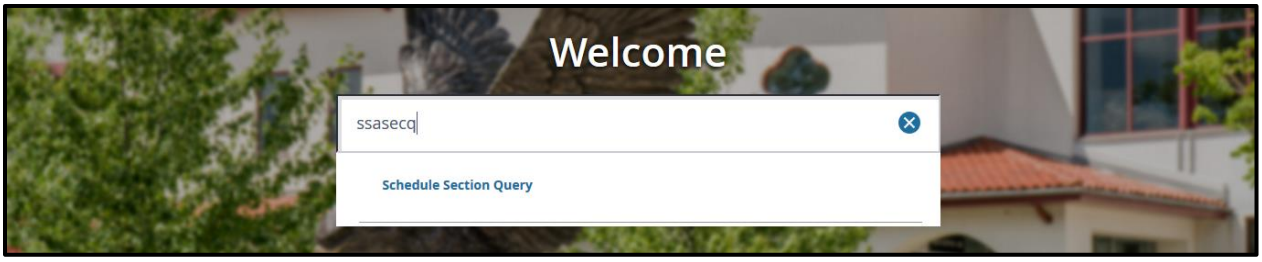
6. Enter the criteria
7. Click **GO**

Scroll down to review the **Reserved Seat Rules** section to see the reserved and waitlist totals for the term and CRN.

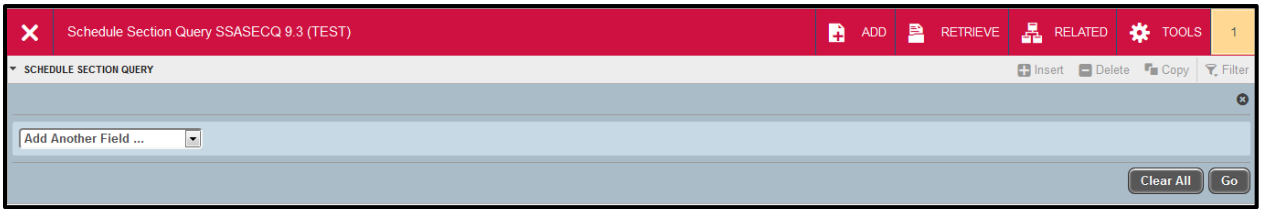


Viewing a Course Schedule

1. Navigate to the Schedule Section Query (**SSASECQ**) Form from the landing page



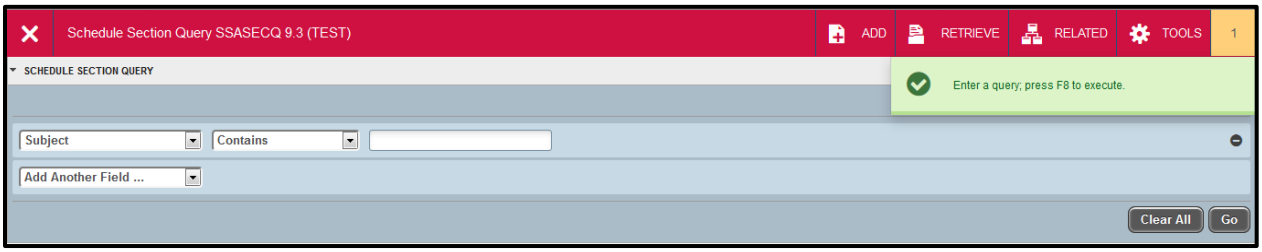
The SSASECQ form will open.



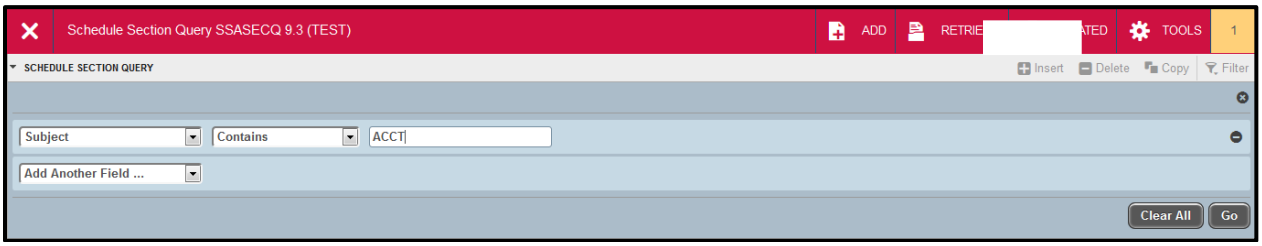
The SSASECQ form is a query only form. You can query based on term, CRN, subject, course or section. In addition to providing you with the course sections that are being offered, it also provides enrollment numbers for each course. Below is step by step instructions on how to perform various searches using this form.

To search for a specific subject:

1. Click on the **Add Another Field** drop down arrow and select **Subject**

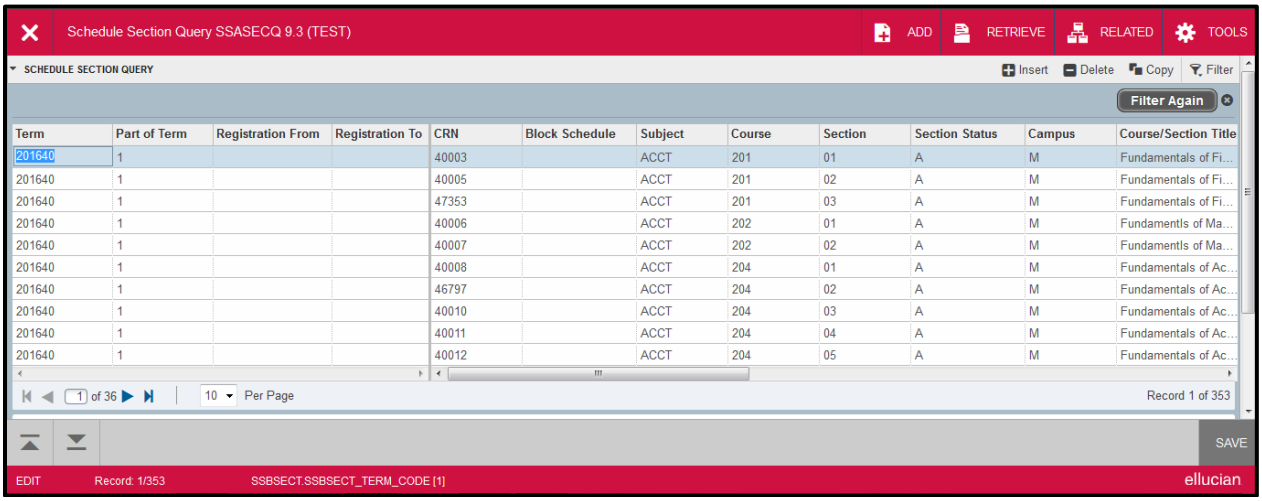


2. Type in the subject prefix, for example ACCT for Accounting



3. Click **Go**

All courses designated ‘ACCT’ will be displayed.



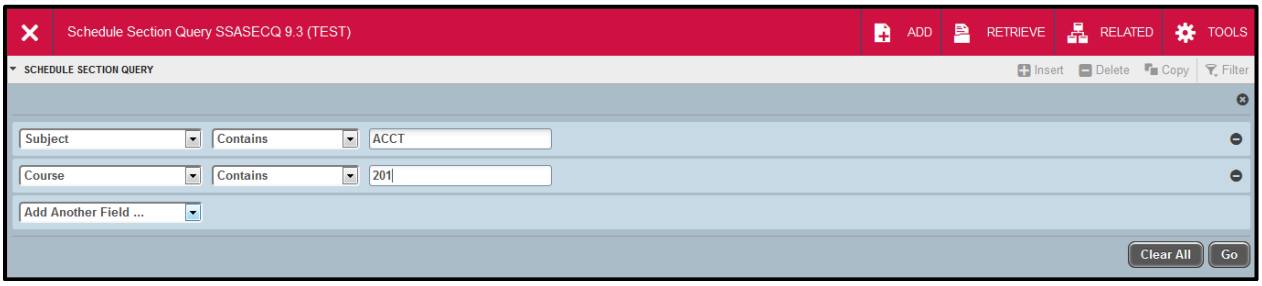
Use the scrollbar to the right side of the form to view all the sections.

To perform another subject search, click on

in the upper right hand corner and repeat steps 1-3.

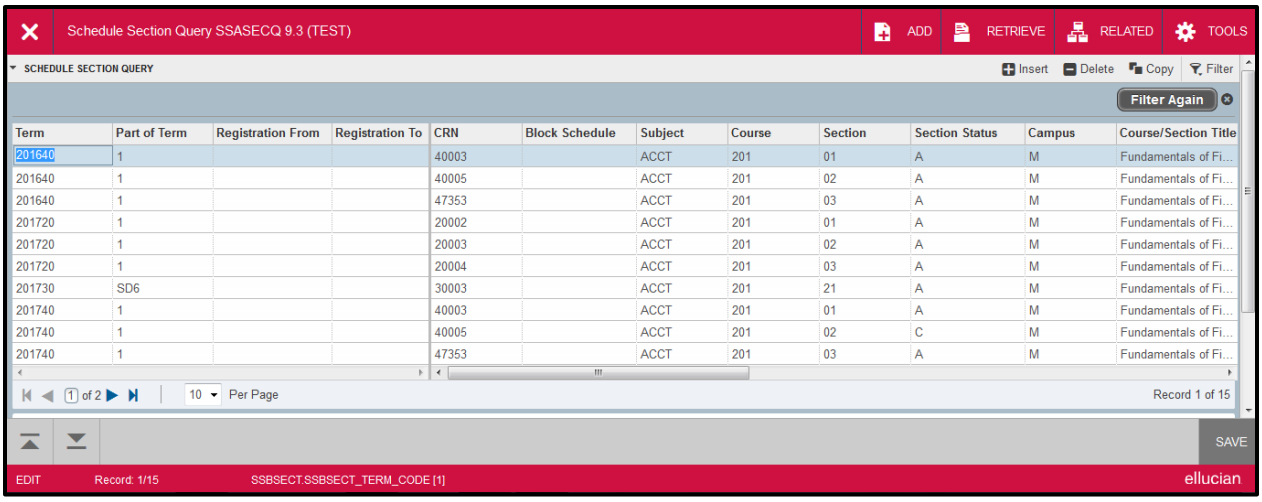
To search for a specific course:

1. Click on the **Add Another Field** drop down menu and select **Subject**
2. Enter the subject prefix, such as ACCT for Accounting
3. Click on the **Add Another Field** drop down menu to add another field and select **Course** from the list
4. Enter the course number, for example 201



5. Click **Go**

The courses designated ACCT 201 will be listed.



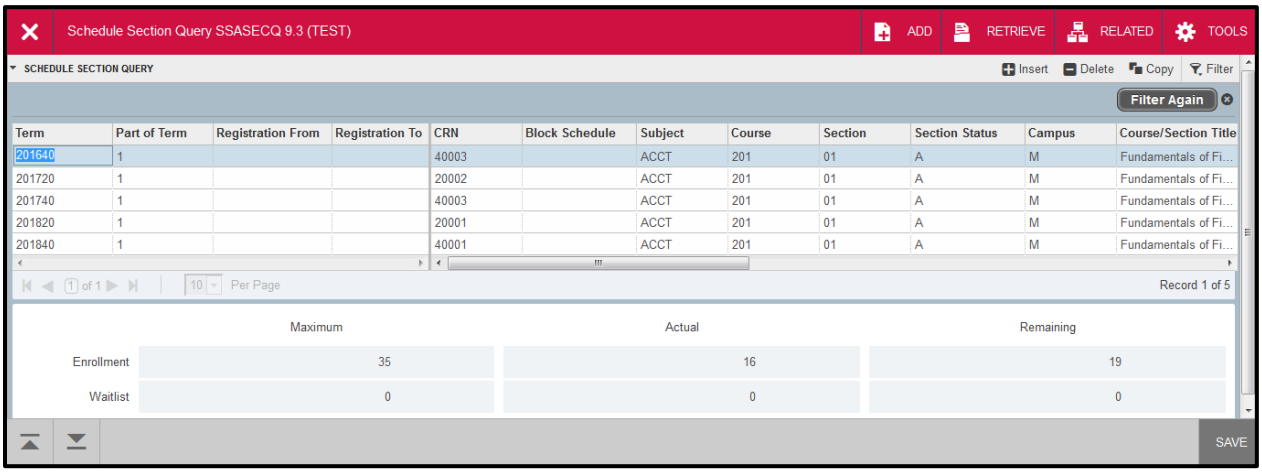
Use the scrollbar to the right side of the form to view all sections.

To perform another course search, click on in the upper right hand corner and repeat steps 1-5.

To search for a specific course section:

1. Click on the **Add Another Field** drop down menu and select **Subject**
2. Enter the subject prefix, such as ACCT for Accounting
3. Click on the **Add Another Field** drop down menu to add another field and select **Course** from the list
4. Enter the course number, for example 201
5. Click on the **Add Another Field** drop down and select **Section**
6. Enter the section number, for example 01
7. Click **Go**

The course sections will be displayed.



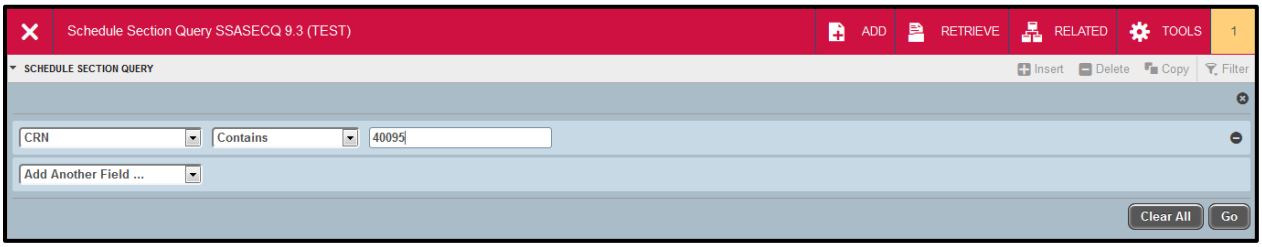
Use the scrollbar to the right side of the form to view all sections.

To perform another section search, click on

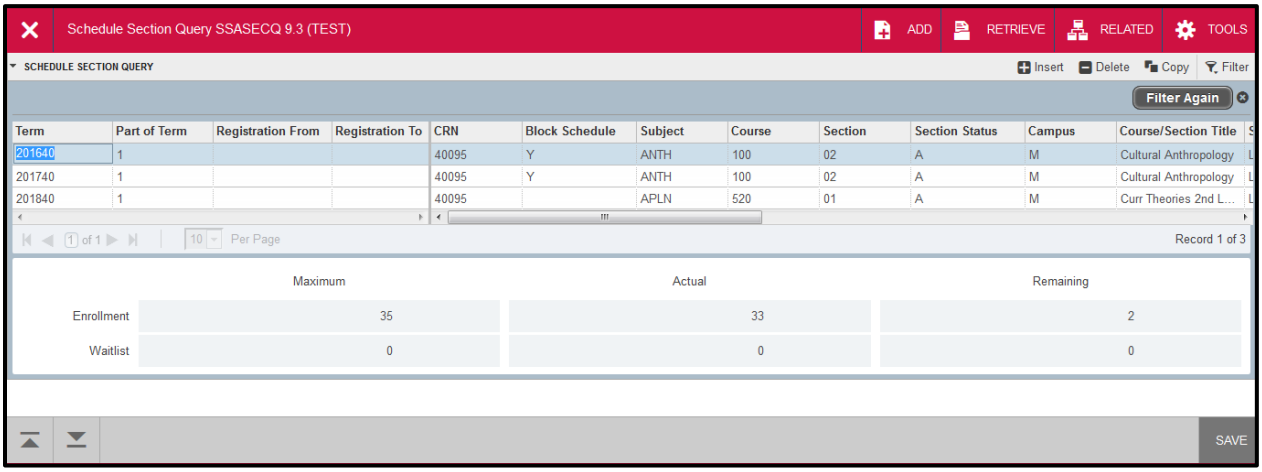
in the upper right hand corner and repeat steps 1-7.

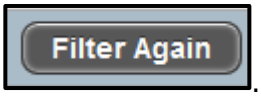
To perform a CRN search:

1. Click on the **Add Another Field** drop down menu and select **CRN**
2. Enter the **CRN,** for example **40095**
3. Click **Go**



All courses with the CRN 40095 will be listed.



To perform another CRN search, click on 

.