Seat Reservation Report Talking Points – User’s Group 1/9/20

- Link available on left hand side of Offerings Planner as Seat Reservations Report
  - Data is live
  - Available filters – Session, College, Academic Unit, and Course Subject
  - Academic Unit needs to be the Academic Unit offering the Course
  - Use Spring 2020/TCOB/Management and Entrepreneurship/MGMT as example
  - List does not include cancelled sections
  - Management Type is a column within the report; all columns export
  - Reservation Type is full description of seat reservation that also appears in MyUI; Offerings Planner displays short description
  - # of seats used – number of seats already used for this seat reservation
  - # of total seats used – number of overall seats reserved for this seat reservation
  - Curr (current enrollment) – overall current enrollment for section
  - Opt (optimum enrollment) – optimum enrollment for section
  - # of Students Active on Waitlist – this is the number of all active students on the waitlist for this section regardless if they qualify for the seat reservation (unable to only include those that qualify for this seat reservation)
  - Will have multiple lines for same section if more than one seat reservation exists.
  - Sort Order: seat reservations for section are not necessarily in same order as they are in planner
  - Click View in front of Subj:Crse:Sect to view course in planner
  - Export: All columns and data export. Exported data may not sort same as web page

- How to request a seat reservation: Restriction & Seat Reservation Restriction Request form (show where form is located)

- Seat reservation deadline is 3 weeks prior to early registration
  - Summer 2020 – February 17
  - Fall 2020 – March 23

Waitlist reminder: Waitlists are in effect through the first 5 days of the semester. Instructors should not sign Change of Registration Forms to have students add the course during this time for a waitlisted course as the Service Center cannot process the request until the course is no longer waitlisted.