

Reserved seats for Evening College students should only be placed on sections at the direction of Outreach. Departments that are partnering with Outreach to offer seats in their sections will be asked to manage the restrictions for their sections. Sections that departments are offering but Outreach is paying for will have the restrictions added/managed by Outreach staff since the entire section is likely to be reserved for Evening College students.

To add reserved seats:

The screenshot displays the 'Section Enrollment Information' tab in the eLUCIAN system. The 'RESERVED SEAT TOTALS' section is highlighted, showing a table with columns for Maximum, Actual, and Remaining. The 'Total Reserved' row shows 19, and the 'Total Waitlist' row shows 0.

	Maximum	Actual	Remaining
Total Reserved	19	19	0
Total Waitlist	0	0	0

Term: 202140 CRN: 40127 Subject: ENG Course: 110 Title: Writing I

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Enrollment Details **Reserved Seats**

* RESERVED SEAT'S DETAILS

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort	Admission Term	Matriculation Term	Graduation Term	
14 1 1 3 3 1 Per Page Record 2 of 2															
Overflow	Reserved Maximum *		Reserved Actual		Reserved Remaining		Waitlist Maximum *		Waitlist Actual		Waitlist Remaining				
☐	19		19		0		0		0		0				
☐	10		0		10		2		0		0				
14 1 1 3 3 1 Per Page Record 2 of 2															

* RESERVED SEAT TOTALS

Delete Reserved Data

	Maximum	Actual	Remaining
Total Reserved	29	19	10
Total Waitlist	0	0	0

However, if you're taking away some of the original number of seats to make some reserved, you have to decrease your non reserved seats so you can add the reserve seat max.

Term: 202140 CRN: 40127 Subject: ENG Course: 110 Title: Writing I

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Enrollment Details Reserved Seats

RESERVED SEAT DETAILS

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort	Admission Term	Matriculation Term	Graduation Term
XCEP														

Record 1 of 2

Overflow	Reserved Maximum *	Reserved Actual	Reserved Remaining	Waitlist Maximum *	Waitlist Actual	Waitlist Remaining
☐	11	19	-8	0	0	0
☐	8	0	8	0	0	0

Record 1 of 2

RESERVED SEAT TOTALS

	Maximum	Actual	Remaining
Total Reserved	19	19	0
Total Waitlist	0	0	0

A message will come up that you're changing the max enrollment but just say yes. Also, you can't remove seats from the non-reserved, if students are registered already in those non reserved seats.

For example, in this class, there are only 3 open seats left total. If you wanted to add XCEP seats, the most you can add (without adding to the total number of seats in the class) are 3. You would change the 22 to 19 (which matches the number of students already registered) and then add 3 to your XCEP reserved maximum when adding that restriction.

Term: 202140 CRN: 46774 Subject: ENG Course: 222 Title: Writing for Social Change

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

RESERVED SEAT DETAILS

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort	Admission Term	Matriculation Term	Graduation Term

Record 1 of 1

Overflow	Reserved Maximum *	Reserved Actual	Reserved Remaining	Waitlist Maximum *	Waitlist Actual	Waitlist Remaining
☐	22	19	3	0	0	0

Record 1 of 1

RESERVED SEAT TOTALS

	Maximum	Actual	Remaining
Total Reserved	22	19	3
Total Waitlist	0	0	0

Now add a section attribute. This allows the class schedule search to identify this section as one that will have reserved seats for this group of students.

SSASECT-RELATED-Course Section Details

efluclan Schedule SSASECT 9.3.23 (PROD)

Term: 202220 CRN: 43606 Subject: ENG Course: 110 Title: Writing I

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Enrollment Details **Reserved Seats**

* RESERVED SEAT DETAILS

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort	Admission Term	Matriculation
										XECP			

Overflow Reserved Maximum * Reserved Actual Reserved Remaining Waitlist Maximum * Waitlist Actual

0	0	0	4	0
10	0	10	0	0

* RESERVED SEAT TOTALS

	Maximum	Actual	Rem
Total Reserved	10	0	
Total Waitlist	4	0	

Search

- Elective Attribute Pool [SSAPOOL]
- Specific Section Attribute [SSASATR]
- Course Section Detail [SSADETL]**
- Schedule Restrictions [SSARRES]
- Schedule Pre-requisites [SSAPREQ]
- Course Section Comments [SSATEXT]
- Cross List Definitions [SSAXLST]
- Schedule Exclusion Rules [SSAEXCL]
- Section Calendar [SSAACCL]
- Course Section Overrides [SSAOVRR]
- Basic Course Information [SCACSRSE]
- Block Section Controls [SSABLCK]
- Term Control Rules [SOATERM]

GO.

Navigate to the Degree Program Attributes tab.

INSERT. (top right)

Add ECPC for the Attribute code. The description will automatically populate.

SAVE.

efluclan Schedule Detail SSADETL 9.3.15 (PROD)

Term: 202220 CRN: 43606 Subject: ENG Course: 110 Title: Writing I

Section Links and Corequisites Section Fees **Degree Program Attributes** Contract and Block Schedule Information

* DEGREE PROGRAM ATTRIBUTES

Attribute *	Description
ECPC	Evening College Plus Class
GE01	Gen Ed Basic Required Courses
GN02	Gen Ed Focus on Writing I
MO17	MOTR ENGL 100 (Core 42)

Settings Insert Delete Copy Filter

Record 1 of 4

The class search will now identify that section as Evening College Plus Class.

If the attribute is already on the section, you don't need to add it again.