

Reserved Seats in a Class Displayed in Schedule Assistant

1-Open Degree Planner and SELECT classes on every line

Spring 2018

Requirement	Notes	Critical	Units	Course	Info	Select Course
PSYC 100 (Fulfills GE Area D)			3	PSYC 100		Select
GE MATHEMATICS (B4)			3	MATH 100		Select

2-Use Schedule Assistant link on top of the Degree Planner page

FAQ **Need Help?** Tutorials Advisor Note **Schedule Assistant** ARR-Grad Eval ARR Planned

Program	Plan	Catalog Year	Plan Student Group	Planner Available	Primary Major
Undergraduate	Psychological Science BA (MAJ / BA)	Fall 2017		Yes	Yes

3-Click hyperlink inside blue box to pull in courses from Degree Planner

Courses + Add Course

Add the courses you wish to take for the upcoming term.

Your degree plan shows 6 courses for Spring 2018, [click here](#) to load them into your course list.

4-Click "Options" for every course to see if a section is reserving seats

Courses + Add Course

<input checked="" type="checkbox"/>	Communication 330 INTERCULTURAL COMMUNICATION	Options		
<input checked="" type="checkbox"/>	GE Science 102 MATR, MOLEC, LIFE & ENVIR II	Options		
<input checked="" type="checkbox"/>	Psychology 338 ENVIRONMENTAL PSYC	Options		

Reserve Cap information displays below each section.

- 12 Seats open – 11 seats reserved (15-4=11) means that there is only 1 open seat for the general public
- Students can unselect a class when they don't meet the reserve criteria by unchecking the box highlighted below
- Return to the previous page by clicking "Back"
- Click "Generate Schedules" with the checked sections that a students knows they can register for

Psychology 338

ENVIRONMENTAL PSYC

Please select the sections you want to reserve seats for.

Unchecking this box will tell the system to avoid this section when it Generates Schedules

Section	Component	Seats Capacity	Seats Open	Instructor	Day(s) & Building(s)	Location
<input checked="" type="checkbox"/> 01	LEC	20	12	James Danoff Burg	Online - Taught Via Internet	Main Campus

Seats Capacity 20
Seats Open 12
Reserve Caps
4 of 15 reserved seats filled for requirement: PSYC 338 Course Demand

Back Save & Close

5-Click Info Icon (After clicking OPTIONS) to see details (Class Notes) on WHO can enroll in the course

Section	Component	Seats Open	Instructor	Day(s) & Building(s)	Location
<input checked="" type="checkbox"/> i 01	LEC	45	Maureen Fitzpatrick	TTh 1:00pm - 2:15pm - Soc & Behavioral Sci Bldg 2109	Main Campus

Title: PERSPECTIVES ON CHILD REARING
Component: LEC
Course Type: Regular
Instructor: Maureen Fitzpatrick
Waitlist Open: 999
Reserve Caps:
0 of 0 reserved seats filled for requirement: CHAD Majors

Day(s) & Building(s):
TTh 1:00pm - 2:15pm - Soc & Behavioral Sci Bldg 2109
Dates: 01/23/2018 - 05/10/2018
Notes: Most seats in this course are reserved for declared CHAD majors.
Consent: No Special Consent Required
Drop Consent: No Special Consent Required