# **Reserved Seats in a Class Displayed in Schedule Assistant**

#### 1-Open Degree Planner and SELECT classes on every line

Spring 2018				Planned Units	21.0	0 Targe
Requirement	Notes	Critical	Un s	Course	Info	Select Course
PSYC 100 (Fulfills GE Area D)			3	PSYC 100	0	<u>Select</u>
GE MATHEMATICS (B4)			3	MATH 100	0	Select

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

FAQ Need Tutorials Help? • My Majors/Minors	ARR-Grad Eval	Grad Eval ARR Planned			
Program		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



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

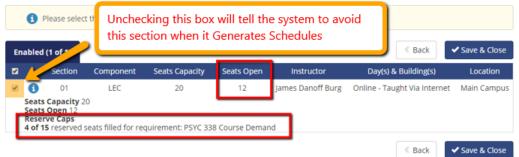
Courses	+ Add Course
	۲
Communication 330	🌣 Options 🚺 🔒 🛞
GE Science 102 MATR,MOLEC,LIFE&ENVIR II	🔅 Options 🚺 🔒 🛞
Psychology 338 ENVIRONMENTAL PSYC	🔅 Options 🚺 🔒 🛞

### 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



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

