

How to Run and Print the (SZRRESV) Course Enrollment and Reserved Seats Report in Banner for General Education Requirement Courses

1. Enter SZRRESV in the Go To box on the main menu window in Banner.
2. The Job Submission Controls Form (GJAPCTL) will open.
3. Next block; DATABASE will display in the Printer Box; DO NOT CHANGE THIS FIELD.
4. Next block.
5. Enter the term code. (ie; Fall 2008 is 200880)
6. Enter your department code (ie; English is ENGL) or enter the subject code (ie; COMM or FREN) if you want to run for a specific department or subject. Otherwise, enter % for all departments or subjects.
7. Enter attribute(s). There are six attributes for general education courses as listed below. The first time you run this report you will need to enter each parameter and save the parameter set to be used again.
8. Enter the first attribute code GCOM.
9. If you wish to run for all general education attributes at the same time, go to the menu bar at the top of the page and select Record > Insert > Duplicate (or hit F6, F4). Tab to the value field for the attribute line and enter the next attribute GHST. Then repeat this step until you have the six attributes included in your report.
GCOM = Communication
GHST = History
GHUM = Humanities
GMTH = Mathematics
GNAT = Natural Sciences
GSBS = Social and Behavioral Sciences
10. Next block. Check Save Parameter As (DEPT GEN ED). Enter Reserved Seats for the description. Save.
11. The report has run. See the message bar at the bottom of the screen for the report number.
12. Select Options from the toolbar > Review Output (GJIREVO).
13. Click the down-arrow next to File Name or the Number field.
14. Select your report number (.lis file) and click OK.
15. Your report output should appear on the screen.
16. To save/print the output in a web file, go to Options > select Show Output (Save and Print File)
17. A dialog box will appear and prompt you to respond.
18. You may need to hold down the control (Ctrl) key to override your pop-up blocker and allow the output to display in a web file on your machine.
19. Click "Yes" and the file will open.
20. You can save the file to your machine and/or print.
21. The SZRRESV report prints best in landscape, legal format; set all margins to 0.25.
22. Go to View on toolbar > choose Text Size > Smallest, to print all columns.

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Description of columns on report:

Room Max Capacity: capacity of the room listed

Max Enrl: enrollment available for registration

Proj Enrl: enrollment set by the department (difference in Proj Enrl and Max Enrl = reserved seats for CUSTOMS)

Act Enrl: once registration begins, actual number of students registered in course section

Attributes: identifies general education sections, honors sections, learning community sections, etc.

XLST: contains codes indicating the courses meet at the same time in the same room

Ptrm Code: Part of term (sessions in SIS)

1 = full term

R = RODP

S1 = May term

S2 = June term

S3 = July term