

## Course Schedule Section Queries

1. In Student Information System (Banner), go to form SSASECQ (Schedule Section Query)
2. Enter the **Term** Filter Field
3. Enter the **Subject** Filter Field
4. Enter the Course Number into the **Course** Filter Field
  - All filters are optional
  - Additional filters can be entered to narrow your search
  - % can be used as a wild card to
5. Once Filters are ready, click on the Go Button

Example of Filters:

Schedule Section Query SSASECQ 9.3.15 (SaaSProd)

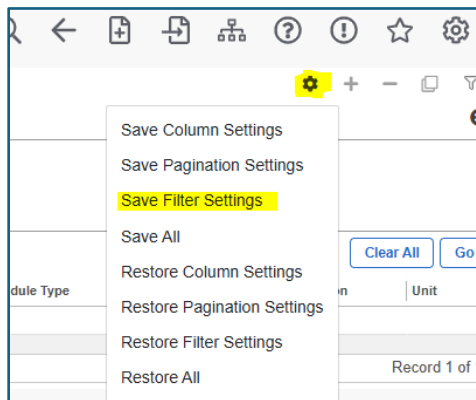
▼ SCHEDULE SECTION QUERY

Basic Filter    Advanced Filter

Term: 202510    Subject: MATH    Course: %    Section: %    Add Another Field ...

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus
Record 1 of 1										

**Advanced Users Tip:** You can save your filters by clicking on the gear in the Query Filter and select “Save Filter Settings”



After you run your Query,

6. All sections that fit the filters you're using will be displayed.
7. If you click on a course in the search results, the specific section enrollment details will be displayed below:

**Schedule Section Query SSASECQ 9.3.15 (SaaSProd)**

SCHEDULE SECTION QUERY

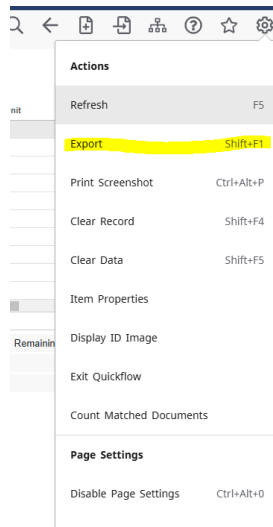
Active filters: Term: 202510 Subject: MATH Course: % Section: % Clear All Filter Again

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status
202510	S01			10153		MATH	111	A	A
202510	S01			11253		MATH	111	B	A
202510	S01			11254		MATH	111	C	A
202510	S01			10154		MATH	112	A	A
202510	S01			10156		MATH	112	B	A
202510	S01			10155		MATH	112	C	A
202510	S01			10158		MATH	112	D	A
202510	S01			11104		MATH	112	E	A
202510	S01			10164		MATH	112	F	A
202510	S01			10160		MATH	112	G	A

Record 1 of 143

	Maximum	Actual	Remaining
Enrollment	40	0	40
Waitlist	20	0	20

8. To Export your results to a CSV/Excel file, you can click on the Gear in the top right corner and then select Export:



9. In the file, enrollment numbers will be in columns W-AB
  - a. W = Class Capacity
  - b. X = Actual Enrolled
  - c. Y = Remaining Seats Available
  - d. Z = Waitlist Capacity
  - e. AA = Waitlist Seats Filled
  - f. AB = Remaining Waitlist Seats Available