View CLASS ENROLLMENT in Banner (SSASECQ)

The Section Management Report gives enrollment for each section as of midnight on a given date. You can find this report in ePrint.

Use SSASECQ to look-up enrollment in “real time.”

From the myMemphis Portal, select “Faculty” or “Advising” TAB. Then select “Banner INB.”

1. In the “Go To” box, type in SSASECQ (Schedule Section Query Form), and press “Enter.”

2. CRN Search - If you are searching for the enrollment for a specific section and know the CRN, type in the term, and then Tab to the CRN field, and type in the number (for example, 81210 for ENGL 1010-010). To see the enrollment, perform the “Execute Query” function in one of these ways: press the F8 key; click on the “Execute Query” icon, or choose Query from the toolbar, and select “Execute.”

3. Subject Search – To search for all sections of a specific subject or prefix, type in the term, and then Tab to the “Subj” field. Type in the course prefix (for example, ESCI or MATH). Perform the Execute Query function as indicated in number 2 above. Use the “Scrollbar” on the right side of the form to view all the sections.

4. Course Search – To search for all sections of a specific course, type in the term, and then Tab to the “Subj” field to enter the course you are looking for (for example, ESCI), and then Tab to the “Course” field. Type in the number of the course you are searching for (for example, 1301). Perform the Execute Query function as indicated in number 2 above. Use the “Scrollbar” on the right side of the form to view all the sections.

5. Section Search – To search for a specific section without the CRN, type in the term, and then Tab to the “Subj” field to enter the course you are looking for (for example, ESCI), and then Tab to the “Course” field. Type in the number of the course you are searching for (for example, 1301). Tab to the “Section” field and type in the section number. Perform the Execute Query function as indicated in number 2 above. Use the “Scrollbar” on the right side of the form to view all the sections.
6. To search for another subject, course or section, click on the **Rollback** icon 🔄.