

## Export Section Enrollment (SSASECQ)

1. Access Admin Pages through your myMemphis Portal. The link is in the Banner Admin Pages portlet on your “**Employee**” page.
2. In the Search box on the landing page, type “**SSASECQ**” and press “**Enter**”.
3. On **SSASECQ**, enter the **TERM** you want to filter. You can also add more fields using the Add Another Field dropdown. For example, if you want to know how many seats are available in ENGL 1010, you would add Subject and enter “ENGL”. Then you would add Course and enter “1010”. If you want to know how many seats are available in any ENGL section, then only add the Subject field.
4. Click **Go** (or press **F8**).

The screenshot displays the 'Schedule Section Query' interface for SSASECQ 9.3 (TBANR). The active filters are Term: 201880, Subject: ENGL, and Course: 1010. The table below shows 11 rows of section data for the term 201880, all with a status of 'A' and campus of '11M'. Below the table is a summary table for enrollment statistics.

	Maximum	Actual	Remaining
Enrollment	24	23	1
Waitlist	0	0	0

5. When the data have loaded to the form, select Tools from the page header and then Export.
6. This will produce a .csv file you can open or save.

7. The column headings are missing, so here are the headings for each column.

A – Term  
B – Part of Term  
C, D – empty columns which you can delete  
E – CRN  
F –delete  
G – Subject  
H – Course Number  
I – delete  
J – Status  
K – Site  
L – Course Title  
M – Schedule Type  
N – Instructional Method  
O, P, Q, R, S, T, U, V – delete  
W – Maximum Enrollment  
X – Actual Enrollment  
Y – Remaining Seats  
Z, AA, AB - delete