ENROLLMENT – SUPPLEMENTAL MATERIAL: UNDERSTANDING COURSE INFORMATION IN THE ENROLLMENT PROCESS

TABLE OF CONTENTS

REVISION HISTORY

Version	Date	Name	Description
2	5/9/18	Jason H.	Added information on Reserved Seating
3	Oct 2018	Jason H.	Banner 9

ERROR: COURSE IS FULL BUT WAITLIST IS OPEN

A. **Error Message – FULL COURSE - WAITLIST OPEN** - This course is full. A waitlist with ## seats is available.

1. Go to **SSASECT**.
2. Enter the **Term** and **CRN**. Go.
3. Click the **Section Enrollment Information tab**.
4. View the **Enrollment Details tab** to see the number of remaining **Waitlist** seats.

B. **Error Message – FULL COURSE - WAITLIST OPEN** - The available seats in this course have been offered to students on the waitlist. The waitlist is available and has ## students on it.

1. Go to **SSASECT**.
2. Enter the **Term** and **CRN**. Go.
3. Click the **Section Enrollment Information tab**.
4. View the **Enrollment Details tab** to view the number of remaining **Waitlist** seats.

5. If there are seats available and a waitlist exists, view **SFIWLNT** for any pending notifications already sent to students.

ERROR: SECTION IN CLOSED STATUS

Error Message: FULL COURSE - This course is full. Please select another section.

1. Go to form **SSASECQ – Schedule Section Query** to run a query to pull up all sections of a given course with open seats as an alternative to the one with this error message.
2. Enter the **Term**, **Subject** and **Course number**.
   a. **Tip:** You can also add to your query >0 in the Enrollment Seats Available field (result of Enrollment Maximum minus Actual) to see any sections with seats open. Be sure to note whether there are waitlisted students as they may have been offered those seats.

3. Click the **Go button** to execute the query.

4. Once there is output, use the scroll bar or up/down arrows to see all sections.
5. Review the **Enrollment fields** for seat availability.

6. As an alternative, go to the Schedule form (**SSASECT**) and the Section Enrollment Information tab for specific detail course information

Note: If the course is cross-listed, go the Schedule Cross List Definition form (SSAXLST) for seat availability. The cross-list group identifier required at the top of SSAXLST is found in **SSASECT**.

ERROR: COURSE AND WAITLIST ARE FULL

1. **Error Message – FULL COURSE AND WAITLIST** - This course is full and the waitlist is full. Please select another section.
2. **Error Message – FULL WAITLIST** - This course is full and the waitlist is full. Please select another section.
   a. Go to **SSASECT**.
   b. Enter the **Term** and **CRN.** Click Go.
   c. Click the **Section Enrollment Information tab**.
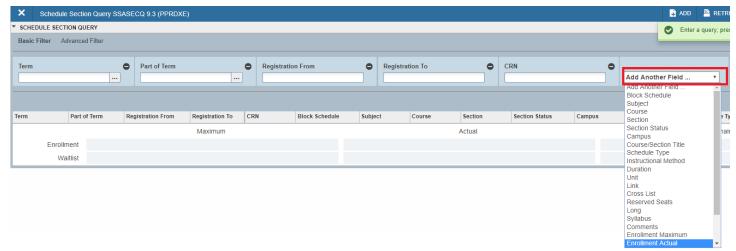   d. View the **Enrollment Details tab** to confirm remaining available seats in the course and/or on the waitlist.

e. If there are seats available but a waitlist exists, view **SFIWLNT** for any pending notifications already sent to students.

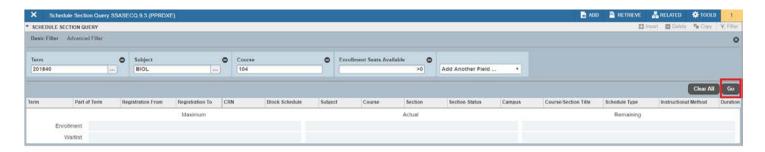f. If there are reserved seats available that the student cannot enroll in, view the **Reserved Seats tab** to see the number of **Remaining** Waitlist seats for general population students or reserved student populations and the student characteristics that qualify for those reserved seats.

  i. **Note:** An absence of any criteria in a row of the **Reserved Seats Details** section indicates the seats are for general population students (example: the first row below).   This row corresponds with the first row of seat information just below in the same section. In this example, the first row indicates general population seats with 0 remaining seats and 0 waitlist seat remaining.

ERROR: WAITLISTED SEATS HAVE BEEN OFFERED TO STUDENTS

Error Message – WAITLIST PENDING - The available seat(s) have been offered to a student on the waitlist. Please add yourself to the waitlist.

1. Go to form **SSASECT – Schedule**.
2. Enter the **Term** and **Course number**. Click Go.
3. Click the **Section Enrollment Information tab**.
4. View the **Enrollment Details tab** to confirm the number of **Waitlist Maximum**, **Waitlist Actual**, and **Waitlist Remaining** seats.

Course Section Information	Section Enrollment Information	Meeting Times and Instructor	Section Preferences	

Enrollment Details | Reserved Seats

ENROLLMENT DETAILS

Maximum *	3	Waitlist Maximum *	2
Actual	2	Waitlist Actual	2
Remaining	1	Waitlist Remaining	0
	Authorization Codes Active for Section	Generated Credit Hours	0.000

Census One

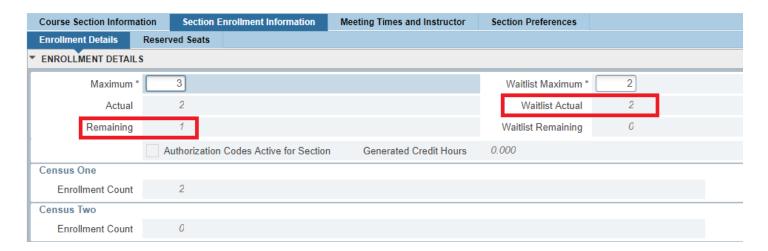Enrollment Count   2

Census Two

Enrollment Count   0

5. If there are seats available and a waitlist exists, view **SFIWLNT** for any pending notifications already sent to students.
6. View the **Reserved Seats tab** to see the number of **Remaining** Waitlist seats for general population students or reserved student populations.
   a. **Note:** In this example below there is one seat remaining but two students are on the waitlist. This indicates the remaining one seat has been offered to a student.

...mation	Section Enrollment Information	Meeting Times and Instructor	Section Preferences	

Reserved Seats

...pus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort	Admission Term	Matriculation

3 ▼ Per Page

Reserved Maximum *	Reserved Actual	Reserved Remaining	Waitlist Maximum *	Waitlist Actual
2	1	1	3	2
2	1	1	2	2

3 ▼ Per Page

ERROR: RESERVED SEATING FOR A DESIGNATED POPULATION IS FULL
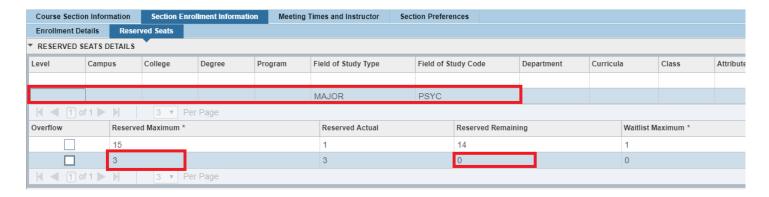
Error Message: CLOSED - The seats in this course for which you are eligible are full. Please select another section. Refer to the Schedule of Classes for more information.

1. Go to form **SSASECT**.
2. Enter the **Term** and **CRN**. Click Go.
3. Click the **Section Enrollment Information tab**.
4. Click the **Reserved Seats tab** to see how many seats were reserved and the reserved student's population criteria.
   a. **NOTE:** In the screenshot below in the second row, you can view the student criteria for reserved seating (PSYC major), the Reserved Maximum (3), and the Remaining number of seats available (0).

Course Section Information	Section Enrollment Information	Meeting Times and Instructor	Section Preferences

Enrollment Details   **Reserved Seats**

▼ RESERVED SEATS DETAILS

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute
					MAJOR	PSYC				

|◄ ◄ 1 of 1 ► ►| 3 ▼ Per Page

Overflow	Reserved Maximum *	Reserved Actual	Reserved Remaining	Waitlist Maximum *
☐	15	1	14	1
☐	3	3	0	0

|◄ ◄ 1 of 1 ► ►| 3 ▼ Per Page

5. Go to form **SSASECQ – Schedule Section Query** to run a query to pull up all sections of a given course with open seats.
6. The form is in query mode. Enter the **Term**, **Subject** and **Course number**.
7. **Go** to run your query.

Term	▼	Contains	▼	201840
Subject	▼	Contains	▼	ANTH
Course	▼	Contains	▼	001
Add Another Field ...	▼			

Clear All Go

8. Once there is output, use the scroll bar to see all sections.
9. Review the **Enrollment Maximum** fields for seat availability.

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus	Course/Section Title	Schedule Type	Instructional Method	Duration	Unit	Link
201840	1			10107	Y	ANTH	001	001	A	C	CULTURAL ANTHR...	LEC				L1
201840	1			10108		ANTH	001	011	A	C	CULTURAL ANTHR...	DIS	I			D1
201840	1			10109		ANTH	001	012	A	C	CULTURAL ANTHR...	DIS	I			D1
201840	1			10110		ANTH	001	013	A	C	CULTURAL ANTHR...	DIS	I			D1
201840	1			10111	Y	ANTH	001	014	A	C	CULTURAL ANTHR...	DIS	I			D1
201840	1			10112	Y	ANTH	001	015	A	C	CULTURAL ANTHR...	DIS	I			D1
201840	1			10113		ANTH	001	016	A	C	CULTURAL ANTHR...	DIS	I			D1
201840	1			10114		ANTH	001	017	A	C	CULTURAL ANTHR...	DIS	I			D1
201840	1			10115		ANTH	001	018	A	C	CULTURAL ANTHR...	DIS	I			D1
201840	1			10116	Y	ANTH	001	019	A	C	CULTURAL ANTHR...	DIS	I			D1

|◄ ◄ 1 of 3 ► ►| 10 ▼ Per Page   Record 1 of 22

	Maximum	Actual	Remaining
Enrollment	25	4	21
Waitlist	0	0	0

10. **Note:** To review additional course information go to the Schedule form (SSASECT) and type in the specific CRN you wish to review.

ERROR: RESERVED SEATING IS FULL BUT WAITLIST IS OPEN

A. **Error Message – RESERVED FULL WAITLIST OPEN** - The seats in this course that are reserved for your specific group of students are full. A waitlist is available and has ## students on it.
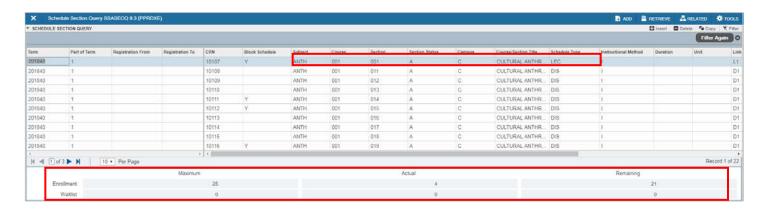
1. Go to **SSASECT**.
2. Enter the **Term** and **Course number**. Go.
3. Click the **Section Enrollment Information tab**.
4. View the **Reserved Seats tab** to see the number of **Remaining** Waitlist seats for general population students or reserved student populations. Students who are in the general population would only be able to waitlist if one exists on the general population rule; likewise, students who meet the criteria for the reserved seats would only be able to waitlist if one exists on the reserved seat rule.
    a. **Note:** Any criteria in a row of the **Reserved Seats Details** section indicates the seats are for a reserved student population (example: the second row below).   This row corresponds with the second row of seat information just below in the same section. In this example, the second row indicates PSYC major students with 0 remaining seats and 1 waitlist seat remaining.

B. **Error Message – WAITLIST OPEN -** The seats in this course that are reserved for your specific group of students have been offered to students on the waitlist. The waitlist is available and has ## students on it.

2. Go to **SSASECT**.
3. Enter the **Term** and **Course number**. Go.
4. Click the **Section Enrollment Information tab**.
5. View the **Reserved Seats tab** to see the number of **Remaining** Waitlist seats for general populations students or reserved student populations.
    a. **Note:** In this example below there are seats remaining but students are on the waitlist meaning the seats have been offered to a student. There is also 1 remaining waitlist seat for a student.
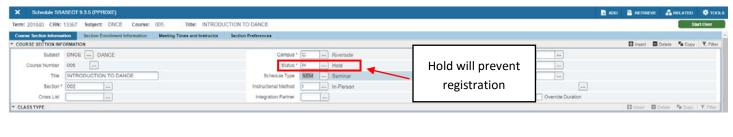
Reserved Maximum *	Reserved Actual	Reserved Remaining	Waitlist Maximum *	Waitlist Actual	Waitlist Remaining
2	1	1	3	2	1
2	1	1	2	2	0

6. If there are seats available and a waitlist exists, view **SFIWLNT** for any pending notifications already sent to students.
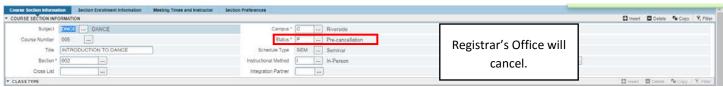
ERROR: COURSE STATUS BLOCKING REGISTRATION

Error Message: COURSE NOT ACTIVE - This course is not available for enrollment. Please select another course.

1. Go to form **SSASECT** – Schedule.
2. Enter the **Term** and **Course number**.
3. View the **Course Section Information tab** to verify the **Status**.
   a. **Hold** Status can be an H or an R:

Hold will prevent registration

   b. **Pre-Cancelled** Status:

Registrar's Office will cancel.

ERROR: COURSE OR TEST PREREQUISITE NOT FULFILLED

Error Message: PREREQUISITE REQUIRED - You have not completed the required prerequisite(s). Please review the information in the Schedule of Classes for requirements of this course.

1. Go to **SCADETL**.
2. Enter the **Subject**, **Course Number**, and **Term**. Click Go.

3. Click the **Course Description tab** to confirm approved prerequisites.

ERROR: CLASS RESTRICTION

Error Message: **CLASS RESTRICTION** - This course is restricted by class (i.e. FR, SO, JR, or SR). You do not meet the criteria to enroll in this course.

1. Go to form **SSASECT**.
2. Enter the **Term** and **CRN**. Click Go.
3. Click **Options** and in the dropdown menu go to **Schedule Restrictions (SSARRES)**.
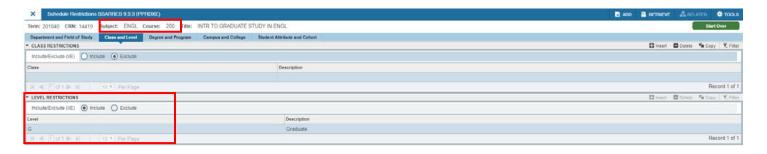4. **Class and Level tab** to see if course has any class restrictions.
   Note: The student's class displays in SGASTDN.

ERROR: LEVEL RESTRICTION

Error Message: **LEVEL RESTRICTION** - This course is restricted by level (undergraduate, graduate, or medical). You do not meet the criteria to enroll in this course.

1. Go to form **SSARRES – Schedule Restrictions**.
2. Enter the **Term** and **CRN**. Click Go.
3. Click the **Class and Level tab** to view the Level Restrictions.

ERROR: MAJOR RESTRICTION

Error Message: MAJOR RESTRICTION - This course is restricted by major. You do not meet the criteria to enroll as specified in the Schedule of Classes. Please select another course.

1. Go to form **SSARRES – Schedule Restrictions**.
2. Enter the **Term** and **CRN.**
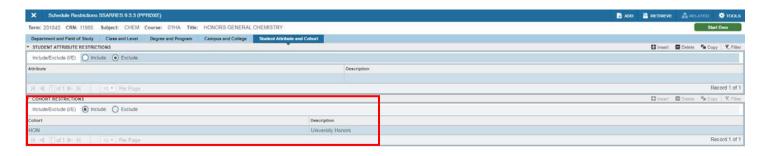3. Click the **Department and Field of Study tab** to confirm the Major Restriction.

ERROR: COURSE RESERVED FOR A COHORT

Error Message: RESERVED – This course is reserved for a specific group. You do not meet the criteria to enroll in this course.

NOTE: Please review the Schedule of Classes to determine what group of students this course is reserved for, or refer to the **Section Restrictions form (SSARRES)**.

1. Go to **SSARRES**.
2. Enter the **Term** and **CRN number.**
3. View the specific code(s) the student must have in the **Cohort Restriction** section.

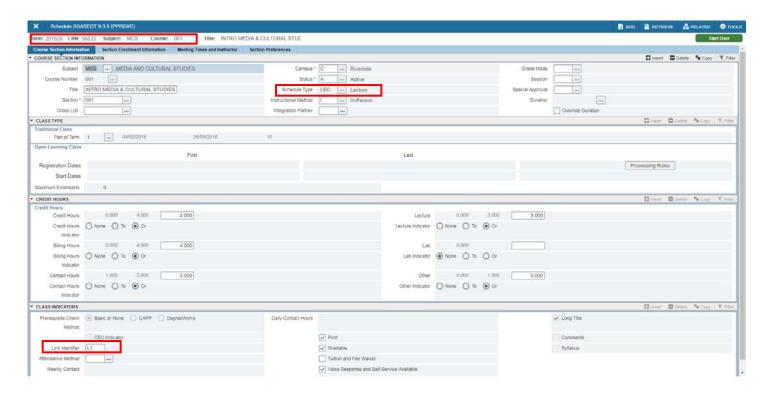## ERROR: LINKED COURSE REQUIRED

Error Message: ADDITIONAL ACTIVITY NEEDED - This course requires enrollment in multiple sections (i.e. lecture and discussion and/or lab, etc.). Please select all required sections.

A course approved with **more than one** schedule type (activities) has separate sections; another way to think about it is each activity has its own CRN. To ensure that students enroll in all required activities, a Link Identifier Code is assigned to each section.
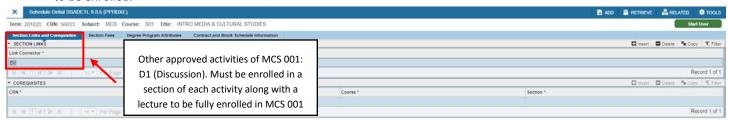
The most common Link Identifier Codes are **L1**, **D1** and **B1**, for **Lecture**, **Discussion** and **Laboratory** activities, respectively. The number represents the lecture count (i.e. lecture 1, lecture 2, etc.) Please refer to the *Appendix* section of this document for a complete list of Link Identifier Codes.

To identify linked sections for this course follow the steps outlined below.

1. Go to form **SSASECT**.
2. Enter **Term** and **CRN**. Click Go.
3. View the **Course Section Information tab** to see the activity for the desired course section located in the **Link Identifier** field.
     a.   In the screenshot below, the **Schedule Type** for MCS 001 is a **Lecture**.
     b.   The **Link Identifier** for a lecture Schedule Type is L, followed by a number that indicates whether it's a first or second lecture.

4. Next, go to form **SSADETL – Schedule Detail**.
5. View the **Section Links and Co-requisites** tab to see all other approved activities for the course in which the student will need to be enrolled:

Other approved activities of MCS 001: D1 (Discussion). Must be enrolled in a section of each activity along with a lecture to be fully enrolled in MCS 001

Note: If more than one lecture or primary activity of any course is offered in a term, then the link identifier codes will be **L2**, **B2**, and **D2** for the second group, and so on for any additional sets of sections.
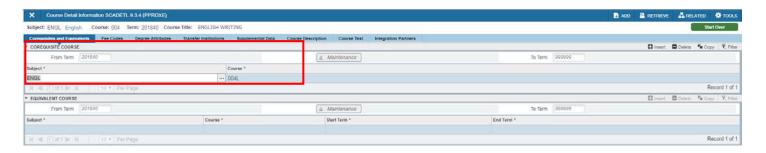
ERROR: CO-REQUISITE REQUIRED

Error Message: COREQUISITE REQUIRED - This course requires enrollment in a co-requisite course, ENGL 004. Please add the additional course to your enrollment.

Note: ENGL 004 and ENGL 004L are co-requisites used as an example in the error message above.

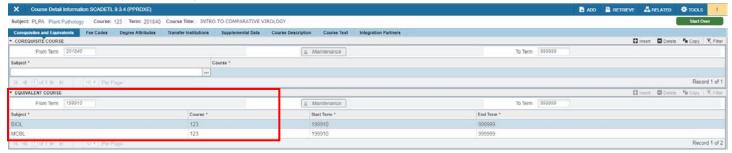1. Go to **SCADETL – Course Detail Information**.

2. Enter **Subject**, **Course**, and **Term**. Click Go.
3. View the **Co-requisites and Equivalents tab** for course co-requisites attached to the desired course.

ERROR: DUPLICATE ENROLLMENT IN AN EQUIVALENT COURSE

Error Message: ALREADY ENROLLED IN EQUIVALENT - You are already enrolled in CRN ____ which is considered to be equivalent to this course. To enroll in this section you must first drop CRN __.

1. Go to **SCADETL – Course Detail Information**.
2. Enter **Subject**, **Course**, and **Term**. Click Go.
3. Select the **Co-requisites and Equivalents tab** to view any courses equivalent to the desired course.

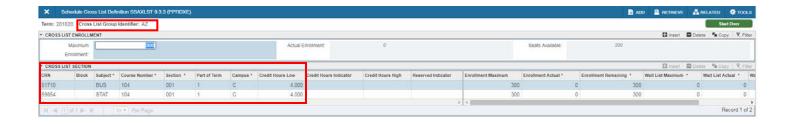## ERROR: DUPLICATE ENROLLMENT IN A CROSS-LISTED COURSE

Error Message: ENROLLED IN CROSS-LISTED COURSE - You are already enrolled in CRN ____ which is cross-listed with this course. To enroll in this section you must first drop CRN ____.

Follow the steps below to verify cross-listed sections.

1. Go to **SSASECT – Schedule**.
2. Enter **Term** and **CRN**. Click Go.
3. View the **Course Section Information** tab of the course section in which enrollment was attempted. The Cross List Group Identifier in this example is **AZ**.

4. Go to form **SSAXLST** - **Schedule Cross List Definition** and search by the Cross List Group Identifier.
5. View all cross-listed partners of this course section.

ERROR: COURSE IS MUTUALLY EXCLUSIVE TO ONE ALREADY COMPLETED

Error Message: CONTENT OVERLAP - The content of this course overlaps with ANTH 001 which you have taken or are enrolled in. Please select another course in which to enroll.

Note: The error message above uses ANTH 001H and ANTH 001 as an example of courses that have overlapping content.

1. Go to **SCAMEXC – Mutual Course Exclusion** to confirm the course the student has already taken. Mutual exclusion and content overlap are two terms referring to the same types of courses.
2. Enter the **Subject**, **Course**, and **Term**. Click Go.

Note: As an example, in the screenshot below you cannot enroll in ANTH 001H if ANTH 001 or ANTH 001W has already been taken.
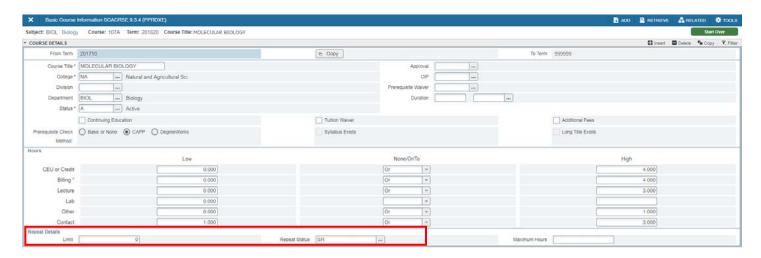

ERROR: YOU CANNOT REPEAT THIS COURSE AGAIN

Error Message: EXCEED REPEAT - You cannot repeat this course, a cross-listed course, or an equivalent course for more than a total of 12 units. You are attempting to exceed this number.

Note: In the error message above, 12 is the maximum number of hours the student can enroll in the course.

Follow the steps below to determine the number of allowable attempts:

1. Go to **SCACRSE - Basic Course Information**.
2. Enter the **Subject**, **Course Number** and **Term** of registration.
   a. Basic course details like the title, units offered, and class activity information are displayed on this form.
   b. The **Repeat Details** box is displayed at the bottom of the page.
   c. Based on the approval of the course by the Committee on Courses, the value in the **Limit** field dictates the number of enrollment attempts allowed.
      i. **NOTE:** When the value in the **Limit** field is **0** and the **Repeat Status** is **SR**, the one additional enrollment allowed will be enabled by a system-generated permit being added to the student's record. For example, if the student earns an F in BIOL 107A, the student will automatically receive a REPEAT permit for subsequent terms as part of preparation for enrollment, enabling the student to seamlessly enroll in the course.

3. A full list of applicable **Repeat Codes** is provided below.

Repeat Code Definitions

- **CT** - Courses that have been approved to be taken more than once in a term and to also be repeated as content changes. Permit override codes are required if a student enrolls in multiple sections of these courses within the same term. The RPTTERM permit can be given to courses with this status.

- **PR** - Courses that are approved as not repeatable unless permitted by college (CNAS priority enrollment structure).

- **RC** - Courses approved as Topic courses, or courses with content changes are repeatable up to a maximum number of units as indicated in the Maximum Hours field.

- **RE** - Assigned to courses approved with an exception to the campus repeat policy for both registration and academic history. For most courses, they cannot be repeated if a grade of C- or better is earned, but a few courses require a C to pass.

Therefore, in regard to registration, students who have received a C- or lower grade in these courses will receive a system-generated permit allowing them to enroll in the course in a subsequent term. Additionally, for academic history, the second taking of the course is allowed to count in the student's GPA and earned units. (**NOTE:** At the time of writing this the following example courses have this repeat status: BSWT 003, ENGL 001B, 001C, 004, 005.)

- **RF** - Assigned to courses approved with an exception to the campus repeat policy for registration (i.e. Foreign Language). Most courses cannot be repeated if a grade of C- or better is earned, but a few courses require a C to pass. Therefore, in regard to registration, students who have received a C- or lower grade in these courses will receive a system-generated permit allowing them to enroll in the course in a subsequent term. Because the courses do not have approval for an exception in academic history, the first instance of the course counts in the student's GPA and earned units, and the second taking of the course is marked as duplication of credit regardless of whether the student earns the required C or better grade to meet the academic requirement.

- **RP** - Courses approved with a maximum hour repeat limit.

- **RT** - Courses that have been approved to be taken more than once within a term. The RPTTERM permit can be given to courses with this status (typically these are Special Study courses taught by different faculty).

- **SR** - Courses approved with a Standard Repeat code are considered repeatable after one attempt if one of the following grades was earned: F, W, NC, D+, D-, or D.

ERROR: STUDENT CANNOT ENROLL IN THIS COURSE AGAIN

Error Message: MAXIMUM ATTEMPTS - You cannot enroll in this course again because you have taken it the maximum number of times allowed, including cross-listed or equivalent courses.

1. Go to form **SCACRSE - Basic Course Information**.
2. Enter the **Subject**, **Course Number,** and **Term**.
   a. Basic course data, title, units offered, class activity information is maintained on this form.
   b. The **Repeat Details box** is displayed at the bottom of the page.
   c. Repeatable courses approved to be taken up to a *maximum number of units* are coded with one of the following four codes:
      i. **CT** – Content Changes and repeat more than once per term
      ii. **RC** – Repeat content/topic changes
      iii. **RP** – Repeatable
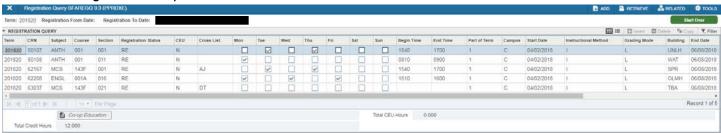   iv. **RT** – Repeat more than once per/term

   d. Of these 4 statuses, only courses approved with the following codes are allowed to be taken more than once (repeated) <u>within the same term</u>.   A permit is required to enable a student to enroll in these courses.
      i. **CT** – Content Changes and repeat more than once per term
      ii. **RT** – Repeat more than once per/term

ERROR: TIME CONFLICT

Error Message: **TIME CONFLICT** - The day/time of this section overlaps with another course, please adjust your schedule or select another section.

1. Go to the **Registration Query form - SFAREGQ** to view the student's class schedule in SFAREGQ.
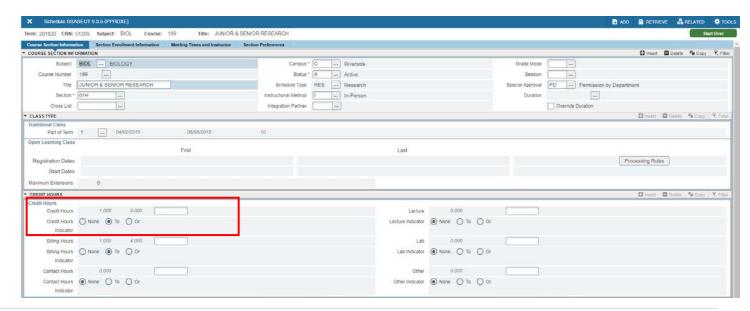

ERROR: VARIABLE UNIT COURSE

Error Message: **VARIABLE UNITS** - This course is a variable unit course. Please select the number of units 1 to 5.

Note: The unit range approved for the course will show in the error message. In the example above, the approved unit range is 1 to 4.
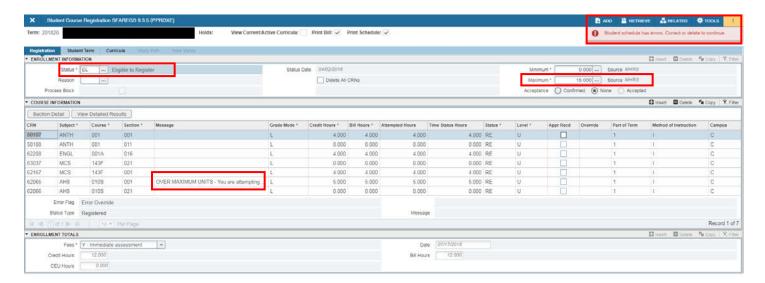
1. Go to form **SSASECT – Schedule**.
2. Enter the **Term** and **CRN**. Click Go.
3. View the **Course Section Information tab** to confirm the range of units approved for this section.
4. NOTE: A Variable Unit Course displays a **"To"** indicator in the **Credit Hours**.

ERROR: ATTEMPTING TO ADD MORE UNITS THAN ALLOWED

Error Message: OVER MAXIMUM UNITS – You are attempting to add more units than the maximum allowed.

1. Go to **SFAREGS**.
2. Enter the **Term** and **Student ID**. Go.
3. In the **Enrollment Information section**, confirm the **Maximum Hours** for the student. You can either raise the maximum units (see procedure on Changing the Minimum or Maximum Registration Hours) or you can drop a class (see procedure on Dropping A Student from a Course).

ERROR: PERMISSION REQUIRED

Error Message: PERMISSION REQUIRED - This course requires Permission by Department/Instructor/Enrollment Manager in order to enroll.

Note: In the example error message above, the approval set for the course requires Permission by Department. The text of the message changes to reflect the type of approval.

1. This course was updated with the **Permission by Department** (or Enrollment Manager or Instructor) code on the Schedule page (SSASECT).

2. A permit must be entered on **SFASRPO - Student Registration Permit-Override** before enrollment can be completed.

APPENDIX

GRADE MODE DEFINITIONS

Definitions	Grade Mode
In Progress	I
Letter	L
Letter & S/NC	B
Letter or Petition for S/NC	L & P
Not gradable	N
Pass/Fail	M
Pass/Fail/Honors	H
S/NC	P
Transfer	T
Workload Letter and S/NC	R
Workload S/NC	S
Workload Letter	W

COURSE DESCRIPTION

Course description information is maintained in the **Course Detail Information form – SCADETL**.

1. A course description consists of the following information (if applicable): units, class hours, activities/scheduled types, prerequisites, course content, grading statement, repeatability statement, cross-listed, and credit statement.

SUBTITLES

Subtitles, approved for E-Z segments, and Special Topic courses are listed in the **Course Detail Information page – SCADETL Course Text tab**.

LINK IDENTIFIER CODES

Schedule Type	Schedule Type Code	Link Identifier
Activity	ACT	V1
Clinic	CLN	N1
Colloquium	COL	O1
Consultation	CON	C1
Demonstration	DEM	M1
Discussion	DIS	D1
Field	FLD	F1
Individualized Study	IND	I1
Internship	INT	H1
Laboratory	LAB	B1
Additional Lecture	LCA	A1
Lecture	LEC	L1
Online Discussion & Listening	ODL	G1
Practicum	PRC	P1
Research	RES	R1
Screening	SCR	E1
Seminar	SEM	S1
Studio	STU	U1
Term Paper	TPA	T1
Workshop & Screening	W&S	K1
Workshop	WRK	W1