

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

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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.

The screenshot shows the 'Section Enrollment Information' tab with the 'Enrollment Details' sub-tab selected. The 'ENROLLMENT DETAILS' section contains the following information:

Maximum *	1	Waitlist Maximum *	2	Projected *	120
Actual	1	Waitlist Actual	1	Prior	249
Remaining	0	Waitlist Remaining	1	Reserved	

Below this, there are sections for 'Census One' (Enrollment Count: 1, Freeze Date: 04/20/2018) and 'Census Two' (Enrollment Count: 0, Freeze Date:). At the bottom, there are fields for 'Add Authorization Registration Dates' (Calculated Section Start Date: 04/03/2019) and 'Add Authorization' (Start Date:).

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.

Schedule SSASECT 9.3.8 (PPRDXE)

Term: 201910 CRN: 44979 Subject: GEO Course: 272 Title: ARRAY SEISMOLOGY 2

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

Enrollment Details **Reserved Seats**

ENROLLMENT DETAILS

Maximum *	2	Waitlist Maximum *	3	Projected *	0
Actual	1	Waitlist Actual	2	Prior	0
Remaining	1	Waitlist Remaining	1	Reserved	

☐ Authorization Codes Active for Section Generated Credit Hours 0.000

Census One Enrollment Count 1 Freeze Date 01/25/2019

Census Two Enrollment Count 0 Freeze Date

Add Authorization Registration Dates

Calculated Section Start Date 01/07/2019 Add Authorization Start Date Waitlist Notification Ending Date

- 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.

- 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.
- Enter the **Term**, **Subject** and **Course number**.
 - 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.

Schedule Section Query SSASECQ 9.3 (PPRDXE)

SCHEDULE SECTION QUERY

Basic Filter Advanced Filter

Term Part of Term Registration From Registration To CRN

Add Another Field ...

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus
Enrollment					Maximum					
Waitlist					Actual					

Add Another Field ...

- Add Another Field ...
- Block Schedule
- Subject
- Course
- Section
- Section Status
- Campus
- Course/Section Title
- Schedule Type
- Instructional Method
- Duration
- Unit
- Link
- Cross List
- Reserved Seats
- Long
- Syllabus
- Comments
- Enrollment Maximum
- Enrollment Actual

- 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.

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			10950		BIOL	104	001	A	C	FOUNDATIONS OF ...	LEC	I			L1
201840	1			10951		BIOL	104	021	A	C	FOUNDATIONS OF ...	LAB	I			B1
201840	1			10952		BIOL	104	022	A	C	FOUNDATIONS OF ...	LAB	I			B1
201840	1			10953		BIOL	104	023	A	C	FOUNDATIONS OF ...	LAB	I			B1
201840	1			10954		BIOL	104	024	A	C	FOUNDATIONS OF ...	LAB	I			B1

	Maximum	Actual	Remaining
Enrollment	80	0	80
Waitlist	0	0	0

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.

Schedule SSASECT 9.3.8 (PPRDXE)

Term: 201910 CRN: 44979 Subject: GEO Course: 272 Title: ARRAY SEISMOLOGY 2

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

Enrollment Details **Reserved Seats**

ENROLLMENT DETAILS

Maximum *	2	Waitlist Maximum *	2
Actual	2	Waitlist Actual	2
Remaining	0	Waitlist Remaining	0

☐ Authorization Codes Active for Section Generated Credit Hours 0.000

Census One

Enrollment Count 2

Census Two

Enrollment Count 0

- 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.

Course Section Information															
Section Enrollment Information															
Enrollment Details															
Reserved Seats															
* RESERVED SEATS DETAILS															
Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort	Admission Term	Matriculation Term	Graduation Term	
					MAJOR	PSYC									
Record 2 of 2															
Overflow	Reserved Maximum *			Reserved Actual			Reserved Remaining			Waitlist Maximum *			Waitlist Actual		Waitlist Remaining
<input type="checkbox"/>	1			1			0		1			1		0	
<input type="checkbox"/>	3			3			0		2			1		1	
Record 2 of 2															

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.

- Go to form **SSASECT – Schedule**.
- Enter the **Term** and **Course number**. Click **Go**.
- Click the **Section Enrollment Information** tab.
- 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
<input type="checkbox"/> 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.

Information	Section Enrollment Information	Meeting Times and Instructor	Section Preferences										
Reserved Seats													
DETAILS													
ampus	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
					MAJOR	PSYC	
Overflow		Reserved Maximum *		Reserved Actual		Reserved Remaining	
<input type="checkbox"/>		15		1		14	
<input type="checkbox"/>		3		3		0	
						Waitlist Maximum *	
						1	
						0	

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

Schedule Section Query SSASECQ 9.3 (PPROXE)			
Term	Contains	201840	
Subject	Contains	ANTH	
Course	Contains	001	
Add Another Field ...			
Clear All Go			

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

Schedule Section Query SSASECQ 9.3 (PPROXE)																									
Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Classroom	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									
<table border="1"> <thead> <tr> <th></th> <th>Maximum</th> <th>Actual</th> <th>Remaining</th> </tr> </thead> <tbody> <tr> <td>Enrollment</td> <td>25</td> <td>4</td> <td>21</td> </tr> <tr> <td>Waitlist</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>															Maximum	Actual	Remaining	Enrollment	25	4	21	Waitlist	0	0	0
	Maximum	Actual	Remaining																						
Enrollment	25	4	21																						
Waitlist	0	0	0																						

- 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.
- Go to **SSASECT**.
 - Enter the **Term** and **Course number**. Go.
 - Click the **Section Enrollment Information tab**.
 - 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.
 - 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.

Course Section Information				Section Enrollment Information				Meeting Times and Instructor				Section Preferences												
Enrollment Details				Reserved Seats																				
RESERVED SEATS DETAILS																Insert		Delete		Copy				
Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort	Admission Term	Matriculation Term	Graduation Term										
					MAJOR	PSYC																		
[1] of 1																[3] of 3		Per Page		Rec				
Overflow	Reserved Maximum *				Reserved Actual				Reserved Remaining				Waitlist Maximum *				Waitlist Actual				Waitlist Remaining			
<input type="checkbox"/>	1				1				0				1				1				0			
<input type="checkbox"/>	3				3				0				2				1				1			
[1] of 1																[3] of 3		Per Page		Rec				

- 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.
- Go to **SSASECT**.
 - Enter the **Term** and **Course number**. Go.
 - Click the **Section Enrollment Information tab**.
 - View the **Reserved Seats tab** to see the number of **Remaining** Waitlist seats for general populations students or reserved student populations.
 - 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.

nation														Section Enrollment Information														Meeting Times and Instructor														Section Preferences																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													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- 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.

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

Term: 201640 CRN: 13367 Subject: DNCE Course: 005 Title: INTRODUCTION TO DANCE

COURSE SECTION INFORMATION

Subject: DNCE DANCE
 Course Number: 005
 Title: INTRODUCTION TO DANCE
 Section #: 002
 Cross List:

Campus: G Riverside
Status: H Hold
 Schedule Type: SEM Seminar
 Instructional Method: I In-Person
 Integration Partner:

Hold will prevent registration

- Pre-Cancelled Status:**

COURSE SECTION INFORMATION

Subject: DNCE DANCE
 Course Number: 005
 Title: INTRODUCTION TO DANCE
 Section #: 002
 Cross List:

Campus: G Riverside
Status: P Pre-cancellation
 Schedule Type: SEM Seminar
 Instructional Method: I In-Person
 Integration Partner:

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.

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

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

Course Detail Information (SGADETL 9.3.4 (PPFDKE))

Subject: BIOL, Biology Course: 107A Term: 201840 Course Title: MOLECULAR BIOLOGY

Course Description: 4 Units, Lecture 3, Discussion 1, Prerequisite(s): BIOL 005A, BIOL 005B, BIOL 005C, CHEM 001C or CHEM 01HC, CHEM 008C and CHEM 08LC, or CHEM 08HC and CHEM 8HLC, MATH 007B or MATH 009B or MATH 09HB, PHYS 002C, PHYS 00LC, BCH 100 or BCH 110A. The study of the structure and function of the genetic material, including DNA structure, DNA replication and recombination, regulation of gene expression, and protein synthesis. Examines both prokaryotic and eukaryotic systems including contemporary recombinant DNA technology and applications of molecular cloning procedures. Credit is not

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.

- Go to form **SSASECT**.
- Enter the **Term** and **CRN**. Click Go.
- Click **Options** and in the dropdown menu go to **Schedule Restrictions (SSARRES)**.
- Class and Level** tab to see if course has any class restrictions.

Note: The student's class displays in SGASTDN.

Schedule Restrictions (SSARRES 9.3.3 (PPFDKE))

Term: 201840 CRN: 25404 Subject: ENGL Course: 146F Title: TOPICS: TECHNOLOGY & DIGITAL MEDIA

Department and Field of Study: **Class and Level** Degree and Program Campus and College Student Attribute and Cohort

CLASS RESTRICTIONS

Include/Exclude (IE) ☐ Include ☒ Exclude

Class	Description
JR	Junior
SR	Senior

Record 1 of 2

LEVEL RESTRICTIONS

Include/Exclude (IE) ☐ Include ☒ Exclude

Level	Description
-------	-------------

Record 1 of 1

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.

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

Schedule Restrictions SSARRES 9.3.3 (PPROXE)

Term: 201840 CRN: 14419 Subject: ENGL Course: 200 Title: INTR TO GRADUATE STUDY IN ENGL

Department and Field of Study Class and Level Degree and Program Campus and College Student Attribute and Cohort

CLASS RESTRICTIONS

Include/Exclude (IE) ☐ Include ☒ Exclude

Class	Description

Record 1 of 1

LEVEL RESTRICTIONS

Include/Exclude (IE) ☒ Include ☐ Exclude

Level	Description
G	Graduate

Record 1 of 1

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.

Schedule Restrictions SSARRES 9.3.3 (PPROXE)

Term: 201820 CRN: 69831 Subject: PHIL Course: 101 Title: SOPHOMORE-JUNIOR SEMINAR

Department and Field of Study Class and Level Degree and Program Campus and College Student Attribute and Cohort

DEPARTMENT RESTRICTIONS

Include/Exclude (IE) ☐ Include ☒ Exclude

Department	Description

Record 1 of 1

FIELD OF STUDY RESTRICTIONS

Include/Exclude (IE) ☒ Include ☐ Exclude

☐ All Field of Study Types

Code	Description
PHIL	Philosophy
PHLW	Philosophy/Law and Society

Record 1 of 2

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.

Term: 201840 CRN: 11985 Subject: CHEM Course: 01HA Title: HONORS GENERAL CHEMISTRY

Department and Field of Study Class and Level Degree and Program Campus and College Student Attribute and Cohort

STUDENT ATTRIBUTE RESTRICTIONS

Include/Exclude (IE) ☐ Include ☒ Exclude

Attribute	Description

Record 1 of 1

COHORT RESTRICTIONS

Include/Exclude (IE) ☒ Include ☐ Exclude

Cohort	Description
HON	University Honors

Record 1 of 1

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.

- Next, go to form **SSADETL – Schedule Detail**.
- 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:

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.

- 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.

Course Detail Information SCADETL 9.3.4 (PPROXE)

Subject: ENGL English Course: 004 Term: 201840 Course Title: ENGLISH WRITING

From Term: 201840 To Term: 999999

Subject * ENGL Course * 004L

Record 1 of 1

EQUIVALENT COURSE

From Term: 201840 To Term: 999999

Subject * Course * Start Term * End Term *

Record 1 of 1

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.

Course Detail Information SCADETL 9.3.4 (PPROXE)

Subject: PLPA Plant Pathology Course: 123 Term: 201840 Course Title: INTRO TO COMPARATIVE VIROLOGY

From Term: 201840 To Term: 999999

Subject * Course * Start Term * End Term *

BIOL 123 199910 999999

MCBL 123 199910 999999

Record 1 of 2

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**.

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

CAN	Block	Subject *	Course Number *	Section *	Part of Term	Campus *	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Reserved Indicator	Enrollment Maximum	Enrollment Actual *	Enrollment Remaining *	Wait List Maximum *	Wait List Actual *
51710		BUS	104	001	1	C	4.000				300	0	300	0	0
59854		STAT	104	001	1	C	4.000				300	0	300	0	0

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.

- 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.
- 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.

Subject *	Course *	Level *	Grade *	Start Term *	End Term *
ANTH	001	U		D- 199540	999999
ANTH	001W	U		D- 201320	999999

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.

The screenshot shows the 'Basic Course Information' form for SCACRSE 9.3.4 (PPIDX). The subject is BIOL, course number is 107A, and the term is 201820. The course title is MOLECULAR BIOLOGY. The form includes fields for College (NA), Division (Natural and Agricultural Sci), Department (BIOL), and Status (A). There are checkboxes for Continuing Education, Tuition Waiver, Additional Fees, Prerequisite Check Method (Basic or None, CAPP, Degree/Works), Syllabus Exists, and Long Title Exists. The Hours section has a table with columns for Low, None/Or/To, and High. The Repeat Details section at the bottom is highlighted with a red box, showing Limit: 0 and Repeat Status: SR.

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

The screenshot shows a form with a 'Repeat Details' section. It includes a 'Repeat Status' dropdown menu currently set to 'RP', a 'Maximum Hours' text input field containing '12.00', and a 'Repeat Details' label.

- d. Of these 4 statuses, only courses approved with the following codes are allowed to be taken more than once (repeated) within the same term. 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).

The screenshot shows the 'Student Course Registration SFAREGS 9.3.5 (PPHDXE)' window. At the top, there's a toolbar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the toolbar, a red box highlights the error message: 'Student schedule has errors. Correct or delete to continue.' The main section is 'ENROLLMENT INFORMATION'. It shows 'Status * EL' and 'Eligible to Register'. A red box highlights the 'Maximum * 15.000' field, with 'Source AHRIS' next to it. Below this is the 'COURSE INFORMATION' section, which contains a table of course sections. A red box highlights the error message 'OVER MAXIMUM UNITS - You are attempting' in the 'Message' column of the table. The table has columns for CRN, Subject, Course, Section, Message, Grade Mode, Credit Hours, Bill Hours, Attempted Hours, Time Status Hours, Status, Level, Appr Recd, Override, Part of Term, Method of Instruction, and Campus. The bottom section is 'ENROLLMENT TOTALS', showing 'Fees * Y - Immediate assessment', 'Credit Hours 12.000', 'Bill Hours 12.000', and 'CEU Hours 0.000'.

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).

The screenshot shows the 'Schedule SSASECT 9.3.5 (PPHDXE)' window. It has a toolbar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the toolbar, there's a 'Start Over' button. The main section is 'COURSE SECTION INFORMATION'. It shows 'Subject ENGL', 'Course Number 297', and 'Title DIRECTED RESEARCH'. A red box highlights the 'Special Approval' field, which is set to 'PD' and 'Permission by Department'. Other fields include 'Campus * C', 'Status * A', 'Schedule Type RES', 'Instructional Method I', and 'Integration Partner'.

- 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**.

- 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.

Course Description

From Term: 201540 To Term: 999999

Description:

5 Units, Lecture 5, Prerequisite(s): a sufficiently high score on the Mathematics Advisory Examination, as determined by the Mathematics Department. Not open to students in the [Bourne](#) College of Engineering or the College of Natural and Agricultural Sciences or to students majoring in Economics or Business Economics.

Covers functions and their graphs, including linear and polynomial functions, zeroes, and inverse functions as well as exponential, logarithmic, and trigonometric functions and their inverses. Also includes counting, including

SUBTITLES

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

Course Text

From Term: 200440 To Term: 999999

Course Text:

SUBTITLES

Record 1 of 1

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

