

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

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## TABLE OF CONTENTS

Error: Course Is Full but Waitlist Is Open .....	3
Error: Section in Closed Status.....	4
Error: Course Status Blocking Registration .....	6
Error: Course and Waitlist are Full.....	7
Error: Waitlisted Seats Have Been Offered to Students .....	8
Error: Reserved Seating for a Designated Population is Full.....	9
Error: Course or Test Prerequisite Not Fulfilled.....	11
Error: Class Restriction.....	12
Error: Level Restriction .....	13
Error: Major Restriction .....	14
Error: Course Reserved for a Cohort.....	15
Error: Linked Course Required .....	16
Error: Co-Requisite Required .....	18
Error: Duplicate Enrollment in an Equivalent Course .....	19
Error: Duplicate Enrollment in a Cross-Listed Course.....	20
Error: Course is Mutually Exclusive to One Already Completed .....	21
Error: You Cannot Repeat This Course Again.....	22
Error: Student Cannot Enroll in this Course Again.....	24
Error: Time Conflict.....	25
Error: Variable Unit Course .....	26
Error: Attempting to Add More Units than Allowed.....	27
Error: Permission Required.....	28
APPENDIX.....	29
<b>Grade Mode Definitions .....</b>	<b>29</b>

**Course Description .....29**  
**Subtitles.....30**  
**Link Identifier Codes.....30**

## 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 **Course number**. Next block.
  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 'Enrollment Details' tab with the following data:

Enrollment Details		Waitlist Details	
Maximum:	1	Waitlist Maximum:	1
Actual:	1	Waitlist Actual:	0
Remaining:	0	Waitlist Remaining:	1

The 'Waitlist Remaining' value of 1 is highlighted with a red box.

- 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 **Course number**. Next block.
  3. Click the **Section Enrollment Information tab**.
  4. View the **Enrollment Details tab** to view the number of remaining **Waitlist** seats.

The screenshot shows the 'Enrollment Details' tab with the following data:

Enrollment Details		Waitlist Details	
Maximum:	4	Waitlist Maximum:	3
Actual:	3	Waitlist Actual:	2
Remaining:	1	Waitlist Remaining:	1

The 'Remaining' value of 1 and the 'Waitlist Remaining' value of 1 are both highlighted with red boxes.

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.
2. Enter the **Term, Subject** and **Course number**.
  - a. **Tip:** You can also add to your query >0 in the available seats 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 **Execute Query** button to execute the query.

The screenshot shows the SSASECQ 8.2 (BAN) form interface. The form is titled "Schedule Section Query SSASECQ 8.2 (BAN)" and has an "Execute Query" button. The form includes several input fields and dropdown menus, with some fields highlighted by red boxes:

- Term:** 201620
- Subject:** SOC
- Course:** 001
- Enrollment:** Maximum  - Actual  =
- Waitlist:** Maximum  - Actual  =

Other fields include Part of Term, Registration From, Registration To, CRN, Block Schedule, Section, Section Status, Campus, Course/Section Title, Schedule Type, Instructional Method, Duration, Unit, Link, Cross List, Reserved Seats, Long, Syllabus, and Comments.

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

Term: 201620 | Part of Term: 1 | Registration From: | Registration To: | CRN: 18616 | Block Schedule: | Subject: SOC | Course: 001 | Section: 022 | Section Status: A | Campus: C

Course/Section Title: INTRODUCTION TO SOCIOLOGY | Schedule Type: DIS | Instructional Method: | Duration: | Unit: |

Enrollment: Maximum 25 - Actual 0 = 25 | Waitlist: Maximum 2 - Actual 0 = 2

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Term: 201620 | Part of Term: 1 | Registration From: | Registration To: | CRN: 18617 | Block Schedule: | Subject: SOC | Course: 001 | Section: 023 | Section Status: A | Campus: C

Course/Section Title: INTRODUCTION TO SOCIOLOGY | Schedule Type: DIS | Instructional Method: | Duration: | Unit: |

Enrollment: Maximum 25 - Actual 1 = 24 | Waitlist: Maximum 2 - Actual 0 = 2

- 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 is found in SSASECT.

Term: 201620 | Cross List Group Identifier: AI

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**Cross List Enrollment**

Maximum Enrollment: 9 | Actual Enrollment: 5 | **Seats Available: 4**

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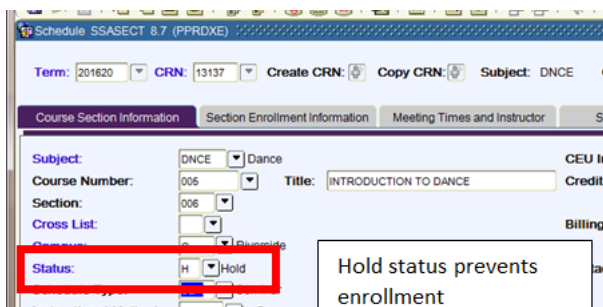
**Cross List Section**

CRN	Block	Subject	Course Number	Section	Part of Term	Campus	Credit Hours			Reserved Indicator	Enrollment		
							—	—	—		Maximum	Actual	Remaining
10405		ART	004	001	1	C	5.000				9	2	7
16314		MCS	004	001	1	C	5.000				9	3	6

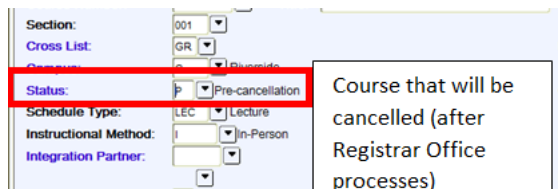
## ERROR: COURSE STATUS BLOCKING REGISTRATION

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:



- b. Pre-Cancelled Status:



## ERROR: COURSE AND WAITLIST ARE FULL

Error Message – FULL COURSE AND WAITLIST - This course is full and the waitlist is full. Please select another section.

Error Message – FULL COURSE AND WAITLIST - This course and the waitlist is full. Any seats showing as available have been offered to students on the waitlist. Please try again later or select another section.

1. Go to **SSASECT**.
2. Enter the **Term** and **CRN**. Next block.
3. Click the **Section Enrollment Information** tab.
4. View the **Enrollment Details** tab to confirm remaining available seats in the course and/or on the waitlist.
5. If there are seats available but a waitlist exists, view **SFIWLNT** for any pending notifications already sent to students.

The screenshot displays the 'Section Enrollment Information' interface. At the top, there are four tabs: 'Course Section Information', 'Section Enrollment Information' (which is active), 'Meeting Times and Instructor', and 'Section Preferences'. Below these, there are two sub-tabs: 'Enrollment Details' (active) and 'Reserved Seats'. The 'Enrollment Details' section is highlighted with a red box and contains the following fields:

Maximum:	<input type="text" value="1"/>
Actual:	<input type="text" value="1"/>
Remaining:	<input type="text" value="0"/>

To the right of this section, another red box highlights the 'Waitlist' information:

Waitlist Maximum:	<input type="text" value="1"/>
Waitlist Actual:	<input type="text" value="1"/>
Waitlist Remaining:	<input type="text" value="0"/>

On the far right, there are labels for 'Project', 'Prior:', and a 'Reset' button.

## 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**. Next block.
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.

Enrollment Details	
Maximum:	<input type="text" value="4"/>
Actual:	<input type="text" value="3"/>
Remaining:	<input type="text" value="1"/>
Waitlist Maximum:	<input type="text" value="3"/>
Waitlist Actual:	<input type="text" value="2"/>
Waitlist Remaining:	<input type="text" value="1"/>

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



## 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 **Course Number**. Next block.
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, you can view the student criteria for reserved seating (in this case, SO for sophomores), the Reserved Maximum (1 seat reserved for sophomores), and the Remaining number of seats available (0 remaining). There is 1 seat available for the general population.

The screenshot displays the 'Reserved Seats' tab in the SSASECT form. At the top, there are fields for Term (201620), CRN (50401), Subject (CRWT), Course (041), and Title (POET&FICT:READING CRS-WRITE). Below this, there are tabs for Course Section Information, Section Enrollment Information, Meeting Times and Instructor, and Section Preferences. The 'Reserved Seats' tab is active, showing a table of reserved seats. The table has columns for Level, Campus, College, Degree, Program, Field of Study Type, Field of Study Code, Department, Curricula, Class, Attribute, and Cohort. Below these columns are fields for Admission Term, Matriculation Term, Graduation Term, User ID, and Activity Date. The 'Reserved Maximum' and 'Remaining' fields are highlighted with red boxes. The first row shows a reserved seat for a student with 'SO' (Sophomore) criteria, with a reserved maximum of 1 and 0 remaining. The second row shows a reserved seat for a student with 'SO' criteria, with a reserved maximum of 1 and 0 remaining.

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. **Execute** your query.

The screenshot shows the 'Schedule Section Query' (SSASECQ) form. The form is in query mode. The 'Term' field is set to 201620, the 'Subject' field is set to SOC, and the 'Course' field is set to 001. The 'Execute' button is highlighted with a red box. The form also shows fields for Part of Term, Registration From, Registration To, CRN, Block Schedule, Section, Section Status, and Campus.

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

The screenshot displays the 'Schedule Section Query SSASECQ 8.2 (PPRDXE)' interface. It shows two sections of 'INTRODUCTION TO SOCIOLOGY' with the following details:

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus
201620	1			18616		SOC	001	022	A	C
Course/Section Title: INTRODUCTION TO SOCIOLOGY										
Enrollment: Maximum 25 - Actual 0 = 25										
Waitlist: Maximum 2 - Actual 0 = 2										
201620	1			18617		SOC	001	023	A	C
Course/Section Title: INTRODUCTION TO SOCIOLOGY										
Enrollment: Maximum 25 - Actual 1 = 24										
Waitlist: Maximum 2 - Actual 0 = 2										

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

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

Course Detail Information SCADETL 8.5.8 (BANSBXE)

Subject: BIOL Biology Course: 107A Term: 201620

Course Title: MOLECULAR BIOLOGY

Corequisites and Equivalent  
Fee Codes Degree Attributes Transfer Institution Supplemental Data Course Description Course Text Integration Partners

Course Description

From Term: 201240 Maintenance To Term: 999999

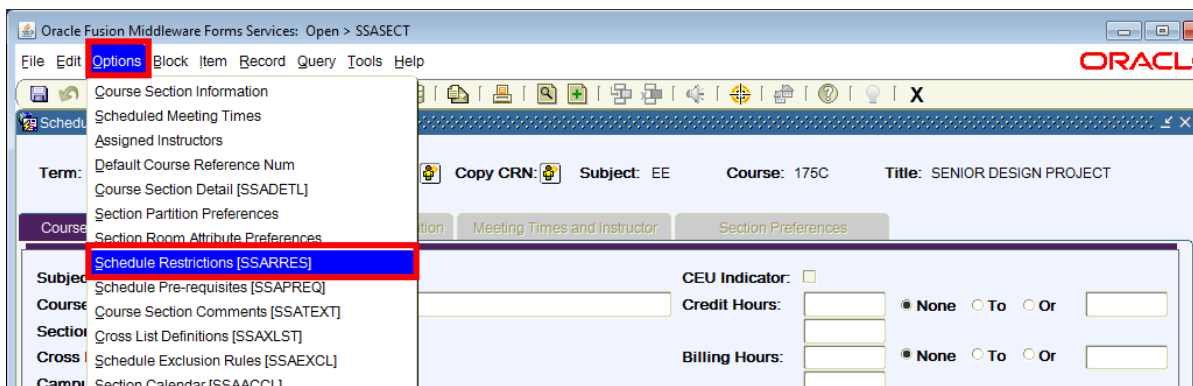
Description

4 Units, Lecture 3, Discussion 1, Prerequisite(s): BIOL 005A, BIOL 005B, BIOL 005C; CHEM 001C or CHEM 01HC; CHEM 112C; MATH 009B or MATH 09HB; PHYS 002C, PHYS 02LC, 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.

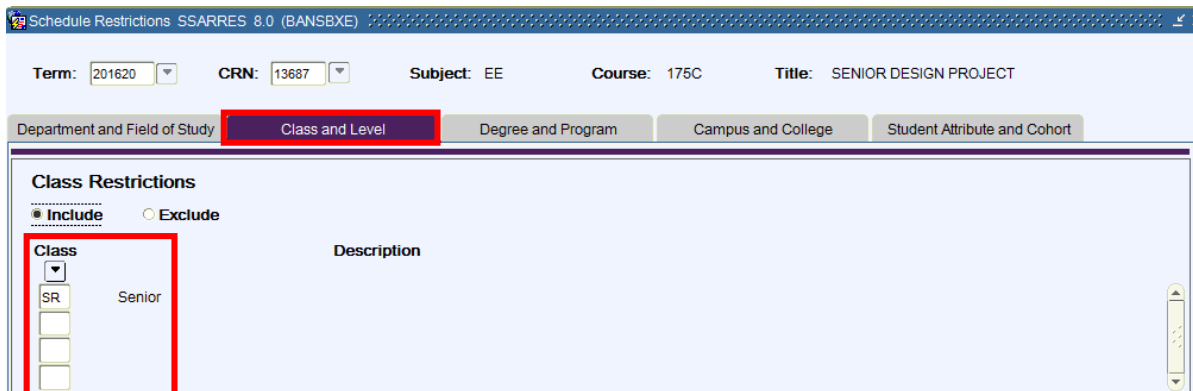
## ERROR: CLASS RESTRICTION

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**.
3. Click **Options** and in the dropdown menu go to **Schedule Restrictions (SSARRES)**. Tip: You may also go to SSARES directly.



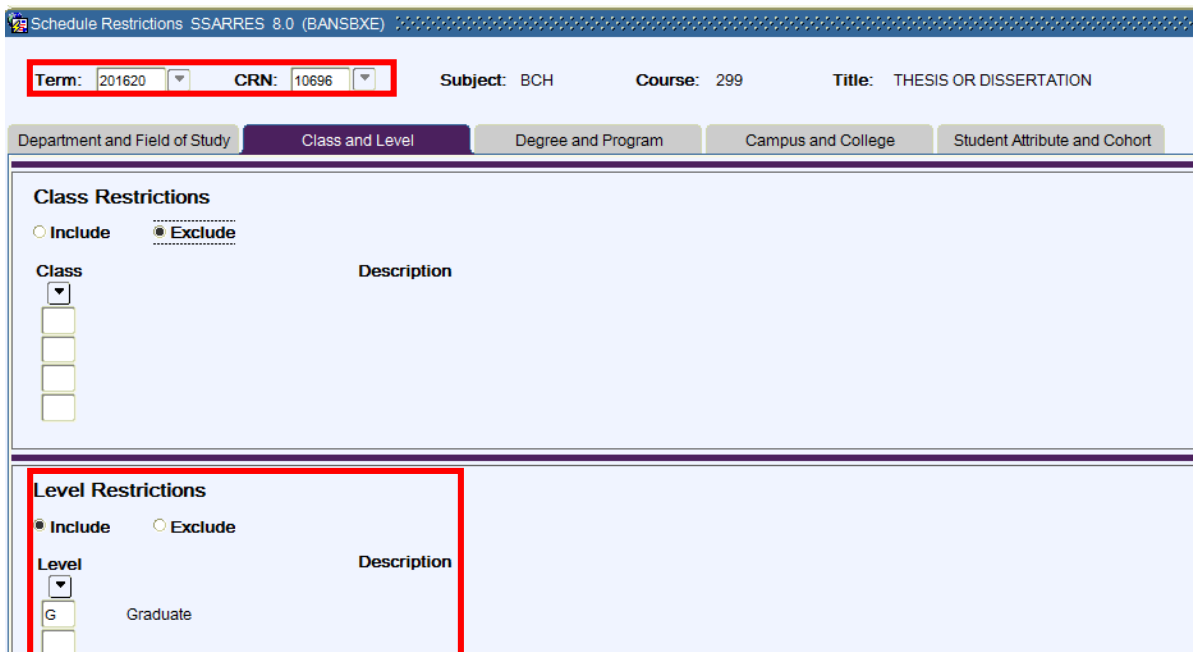
4. Next block and click the **Class and Level** tab to see if course has any class restrictions. **Note:** The student's class displays in SGASTDN.



## 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**. Next block.
3. Click the **Class and Level tab** to view the Level Restrictions.



Schedule Restrictions SSARRES 8.0 (BANSBXE)

Term: 201620 CRN: 10696 Subject: BCH Course: 299 Title: THESIS OR DISSERTATION

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

**Class Restrictions**

Include  Exclude

Class	Description
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

**Level Restrictions**

Include  Exclude

Level	Description
G	Graduate
<input type="checkbox"/>	

## 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 8.0 (PPRDXE)

Term: 201620 CRN: 17013 Subject: PHIL Course: 100 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

Department	Description
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

**Field of Study Restrictions**

Include  Exclude  All Field of Study Types

Type: MAJOR Major

Code	Description
PHIL	Philosophy
PHLW	Philosophy/Law and Society

## 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** block.

Schedule Restrictions SSARRES 8.0 (PPRDXE)

Term: 201620 CRN: 50405 Subject: ANTH Course: 001 Title: CULTURAL ANTHROPOLOGY

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

### Student Attribute Restrictions

Include  Exclude

Attribute	Description
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

### Cohort Restrictions

Include  Exclude

Cohort	Description
LHCHSCNTRN	H Chass Connect No Rsrch

## 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.

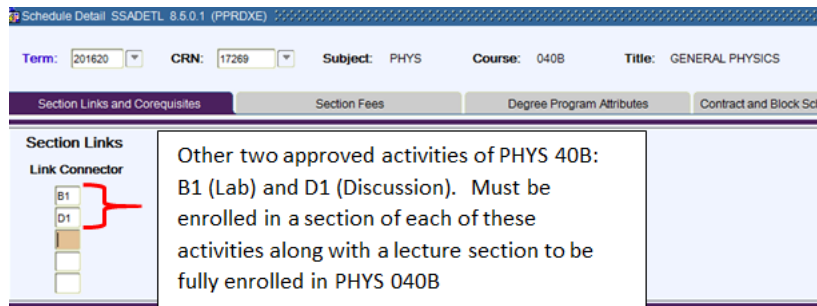
To identify linked sections for this course follow the steps outlined below.

1. Go to form **SSASECT**.
2. Enter **Term** and **CRN**. Next Block.
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 PHYS 040B 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.

Screenshot of the SSASECT 8.7 (BANSBXE) form showing course section information for PHYS 040B 001. The form is divided into tabs: Course Section Information, Section Enrollment Information, Meeting Times and Instructor, and Section Preferences. The 'Course Section Information' tab is active. Key fields are highlighted with red boxes: 'Term: 201620' and 'CRN: 17269' at the top; 'Schedule Type: LEC Lecture' in the left column; and 'Link Identifier: L1' in the right column. The form also includes fields for Subject (PHYS), Course Number (040B), Title (GENERAL PHYSICS), Section (001), Campus (C), Status (A), and various hour fields (Credit, Billing, Contact, Lecture, Lab, Other) with radio button options for None, To, or Or.



- Next, go to form **SSAETL – 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 corequisites used as an example in the error message above.

1. Go to **SCADETL – Course Detail Information**.
2. Enter **Subject**, **Course**, and **Term**. Next Block.
3. View the **Co-requisites and Equivalents tab** for course corequisites attached to the desired course.

Course Detail Information SCADETL 8.5.8 (PPRDXE)

**Subject:** ENGL English **Course:** 004 **Term:** 201340  
**Course Title:** ENGLISH WRITING

Corequisites and Equivalents Fee Codes Degree Attributes Transfer Institutions Supplemental Data Course Description Course T

**Corequisite Course**

**From Term:** 201340 **Maintenance** **To Term:** 999999

**Subject** **Course**  
ENGL 004L

## 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**. Next Block.
3. Select the **Co-requisites and Equivalents** tab to view any courses equivalent to the desired course.

**Subject:**  Plant Pathology     
 **Course:**      
 **Term:**

**Course Title:** INTRO TO COMPARATIVE VIROLOGY

Corequisites and Equivalents
Fee Codes
Degree Attributes
Transfer Institutions
Supplemental Data
Course Description
Course Text

---

**Corequisite Course**

**From Term:**      
 Maintenance     
 **To Term:**

Subject	Course
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

---

**Equivalent Course**

**From Term:**      
 Maintenance     
 **To Term:**

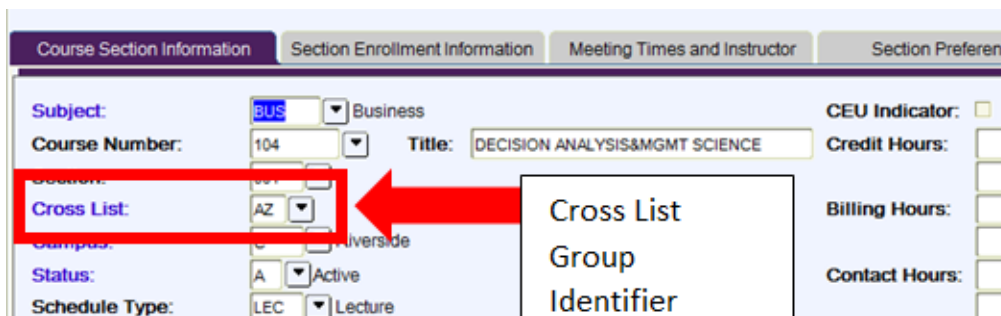
Subject	Course	Start Term	End Term
<input type="text" value="BIOL"/>	<input type="text" value="123"/>	<input type="text" value="199910"/>	<input type="text" value="999999"/>
<input type="text" value="MCBL"/>	<input type="text" value="123"/>	<input type="text" value="199910"/>	<input type="text" value="999999"/>

## 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**. Next Block.
3. View the **Course Section Information** tab of the course section in which enrollment was attempted.



4. Go to form **SSAXLST - Schedule Cross List Definition**.
5. View all cross-listed partners of this course section.



Cross List Section									
CRN	Block	Subject	Course Number	Section					Time
11518		BUS	104	001	1	C	4.000		288
19035		STAT	104	001	1	C	4.000		288

Cross-listed partners coded with same Cross List Group Identifier

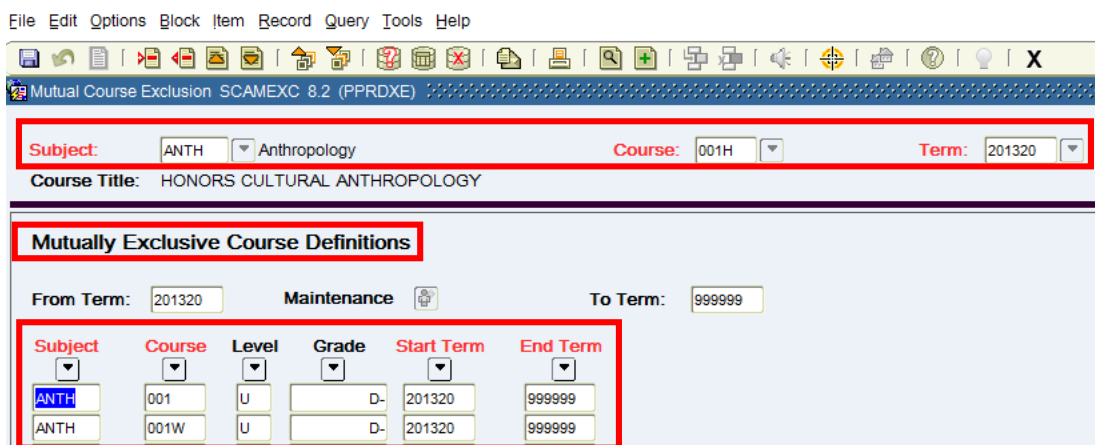
## ERROR: COURSE IS MUTUALLY EXCLUSIVE TO ONE ALREADY COMPLETED

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.

(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.
2. Enter the **Subject, Course, and Term**. Next block.

**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 on the lower right-hand side of the form.
  - 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 Math 009A, 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.

Basic Course Information SCACRSE 8.5.3.1 (BANSBXE)

**Subject:** BIOL Biology **Course:** 107A **Term:** 201620

**Course Title:** MOLECULAR BIOLOGY

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**Course Details**

**From Term:** 199920 **Copy** **To Term:** 999999

**Course Title:** MOLECULAR BIOLOGY

**College:** NA Natural and Agricultural Sci

**Division:** [dropdown]

**Department:** BIOL Biology

**Status:** A Active

**Approval:** [dropdown]

**CIP:** [dropdown]

**Prerequisite Waiver:** [dropdown]

**Duration:** [dropdown] [dropdown]

Continuing Education

Tuition Waiver

Additional Fees

**Prerequisite Check Method:**  Basic or None  CAPP  DegreeWorks

Syllabus Exists

Long Title Exists

---

**Hours**

	None	Or	To	High
CEU or Credit:	<input type="radio"/> .000	<input checked="" type="radio"/>	<input type="radio"/>	4.000
Billing:	<input type="radio"/> .000	<input checked="" type="radio"/>	<input type="radio"/>	4.000
Lecture:	<input type="radio"/> .000	<input checked="" type="radio"/>	<input type="radio"/>	3.000
Lab:	<input checked="" type="radio"/> .000	<input type="radio"/>	<input type="radio"/>	
Other:	<input type="radio"/> .000	<input checked="" type="radio"/>	<input type="radio"/>	1.000
Contact:	<input type="radio"/> 1.000	<input checked="" type="radio"/>	<input type="radio"/>	3.000

---

**Repeat Details**

**Limit:** 0 **Repeat Status:** SR

**Maximum Hours:** [input field]

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 courses have this repeat status: BSWT 003, ENGL 001A, 001B, 001C, 002, 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 Bracken, I can't remember if the permit job looks at other grades like I and IE?

## 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 on the lower right-hand side of the form.
  - 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 image shows a screenshot of the 'Repeat Details' section of a form. The title 'Repeat Details' is highlighted with a red box. Below it, there are three fields: 'Limit' with an empty input box, 'Repeat Status' with a dropdown menu showing 'RP', and 'Maximum Hours' with an input box containing '15.000'. All three fields are also highlighted with red boxes.

- 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, CRN 20034. 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.

Registration Query SFAREGQ 8.5.6 (PPRDXE)

Term: 201620 Registration From Date: Registration To Date:

ID: 8 [REDACTED] A [REDACTED]

Term	CRN	Subject	Course	Section	Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
201620	18614	SOC	001	001	RE	N	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0910	1000
Part of Term: 1 Campus: C Start Date: 28-MAR-2016 Instructional Method: I Grading Mode: L Building: End Date: 03-JUN-2016 Credit Hours: 4.000 Room: Instructor: Snow, Jon <input checked="" type="checkbox"/> Primary																
201620	18619	SOC	001	025	RE	N	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1110	1200
Part of Term: 1 Campus: C Start Date: 28-MAR-2016 Instructional Method: I Grading Mode: L Building: End Date: 03-JUN-2016 Credit Hours: .000 Room: Instructor: <input type="checkbox"/> Primary																

## 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 5.

1. Go to form **SSASECT – Schedule**.
2. Enter the **Term** and **CRN**. Next Block.
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**.

Screenshot of the SSASECT 8.7 (BANSBXE) form. The form displays course section information for a course with Subject: HIST, Course Number: 302, and Title: TEACHING PRACTICUM. The Term is 201620 and the CRN is 15690. The Credit Hours field is highlighted with a red box, showing 1.000, radio buttons for None, To, and Or, and 4.000. The To radio button is selected.

Term:	201620	CRN:	15690	Create CRN:	Copy CRN:	Subject:	HIST	Course:	302	Title:	TEACHING PRACTICUM
Subject:	HIST	History	CEU Indicator:	<input type="checkbox"/>							
Course Number:	302	Title:	TEACHING PRACTICUM	Credit Hours:	1.000	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or	4.000		
Section:	04M			Billing Hours:	1.000	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or	4.000		
Cross List:				Contact Hours:	1.000	<input checked="" type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or			
Campus:	C	Riverside			1.000						
Status:	A	Active									
Schedule Type:	SEM	Seminar									

## 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**. Next block.
3. In the **Enrollment Information block**, confirm the **Maximum Hours** for the student. **NOTE:** If you wish to adjust the maximum units, a course must be dropped or have its units reduced to be less than or equal to the maximum hours *before* you can adjust the maximum units.

Term: 201620 ID: [REDACTED] Date: 11-DEC-2015 Holds: [ ] [ ] [ ]

View Current/Active Curricula
  Print Bill
  Print Schedule

Registration Student Term Curricula Study Path Time Status

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**Enrollment Information**

Status: EL Eligible to Register Reason: [ ]

Process Block: [ ] Status Date: 14-OCT-2015  Delete All CRNs

Hours Source Acceptance

Minimum: .000 MHRs  Confirmed

Maximum: 17.000 MHRs  None  Accepted

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Course Information			Time	Status	Level	Appr	Part of	Method	
CRN	Subject	Course	Hours			Recd	Term	of	Campus
18614	SOC	001	4.000	RE	U	<input type="checkbox"/>	1	I	C
18619	SOC	001	.000	RE	U	<input type="checkbox"/>	1	I	C
14764	ETST	001	4.000	RE	U	<input type="checkbox"/>	1	I	C
14765	ETST	001	.000	RE	U	<input type="checkbox"/>	1	I	C
14093	ENGL	020C	5.000	RE	U	<input type="checkbox"/>	1	I	C
14094	ENGL	020C	.000	RE	U	<input type="checkbox"/>	1	I	C
12709	CRWT	047S	4.000	RE	U	<input type="checkbox"/>	1	I	C
12710	CRWT	047S	.000	RE	U	<input type="checkbox"/>	1	I	C
50400	HIST	137K	4.000	RE	U	<input type="checkbox"/>	1	I	C

Error Flag: No error Status Type: Registered

Fees: Y - Immediate assessment Date: 11-DEC-2015 Credit Hours: 17.000 Bill Hours: 17.000 CEU Hours: .000

## ERROR: PERMISSION REQUIRED

Error Message: PERMISSION REQUIRED - This course requires Permission by Department 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 form (SSASECT).

The screenshot shows the 'Schedule SSASECT 8.7 (PPRDXE)' form. At the top, it displays 'Term: 201620', 'CRN: 11097', 'Subject: BIOL', 'Course: 199', and 'Title: JUNIOR & SENIOR RESEARCH'. Below this are tabs for 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. The 'Course Section Information' tab is active, showing fields for Subject (BIOL), Course Number (199), Section (001), Campus (Riverside), Status (Active), Schedule Type (Research), and Instructional Method (In-Person). On the right, there are radio button options for 'None', 'To', and 'Or' for various hour types (Credit, Billing, Contact, Lecture, Lab, Other). At the bottom, the 'Special Approval' field is highlighted with a red box and set to 'PD Permission by Department'.

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

The screenshot shows the 'Student Registration Permit-Override SFASRPO 8.4.0.1 (PPRDXE)' form. It includes a search bar with '861' and 'varez, Flor C.' and a 'Term: 201620 Spring 2016' dropdown. Below is a table titled 'Student Permits and Overrides' with columns: Permit, CRN, Subject, Course Number, Section, User, and Activity Date. The first row is highlighted with a red box and contains the following data: Permit: APPROVAL, CRN: Faculty/Department Approv Only, Activity Date: 11-DEC-2015.

Permit	CRN	Subject	Course Number	Section	User	Activity Date
APPROVAL	Faculty/Department Approv Only					11-DEC-2015

## 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.

Corequisites and Equivalents
Fee Codes
Degree Attributes
Transfer Institutions
Supplemental Data
Course Description

**Course Description**

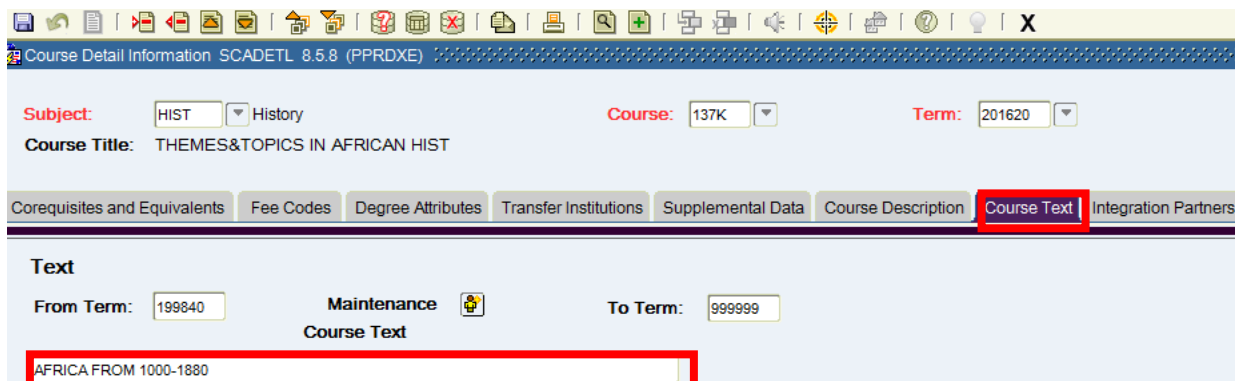
From Term:       Maintenance      To Term:

**Description**

4 Units, Lecture 3, Individual Study 3, Prerequisite(s): ECON 003 or ECON 004 Focuses on economic analyses of four topics: women's work in and out of the paid labor force; gender differences in occupation, earnings, and income; marriage, divorce, and childbearing; and public policy regarding women's work and standard of living. Explores differences among women by race, ethnicity, class, marital status, and parental responsibilities. Cross-listed with ECON155, and GSST155.

SUBTITLES

Subtitles, approved for E-Z segments, and Special Topic courses are listed in the **Course Detail Information form – 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