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The following explains the process of Allow Actions, which enable students to enroll in a course or group of courses through the Student Centre. Enrollment Control allows authorized staff such as Department or Faculty advisors to Allow Actions (record permissions, override prerequisites) or other decisions, which affect the ability of a student to gain access to a course or group of courses.

Also in this lesson will explain how to view the history of any previous allow actions at the course or section level.

1. Click the **Records and Enrollment** link.

    ▸ Records and Enrollment
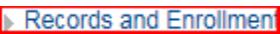
2. Click the **Enroll Students link.**

    Enroll Students

3. Click the **Enrollment Control** link.

    Enrollment Control

4. Enter the student ID number and press Enter or Search. Click the **Search** button.
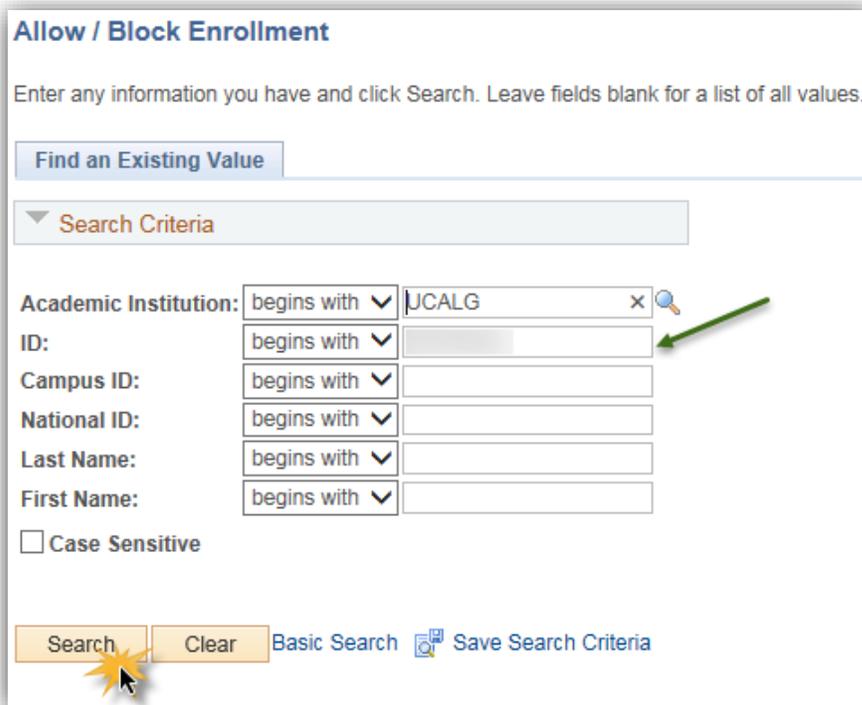
**Allow / Block Enrollment**

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value |

▼ Search Criteria

| Academic Institution: | begins with ✔ | UCALG          | ✕ 🔍 |
| ID:                   | begins with ✔ |                |      |
| Campus ID:            | begins with ✔ |                |      |
| National ID:          | begins with ✔ |                |      |
| Last Name:            | begins with ✔ |                |      |
| First Name:           | begins with ✔ |                |      |

☐ Case Sensitive

| Search | Clear | Basic Search 🗗 Save Search Criteria |

5.    On Enrollment Control – Action Summary, click the **Allow Action** tab.
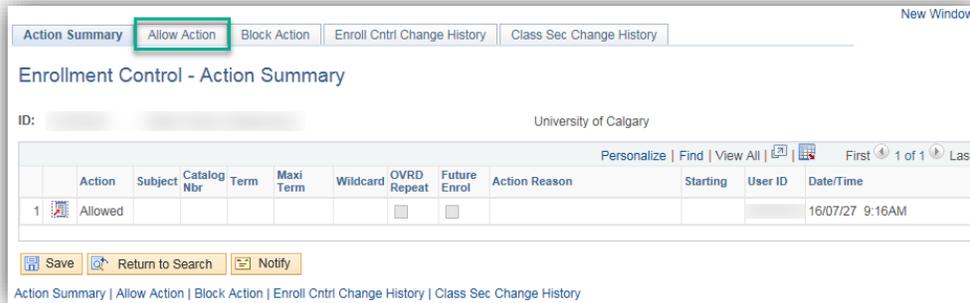
6.    The Enrollment Control - Allow Action displays including the student ID and name (removed for FOIP reasons). In addition, your user ID will be included. Click the **Look up Subject** button.
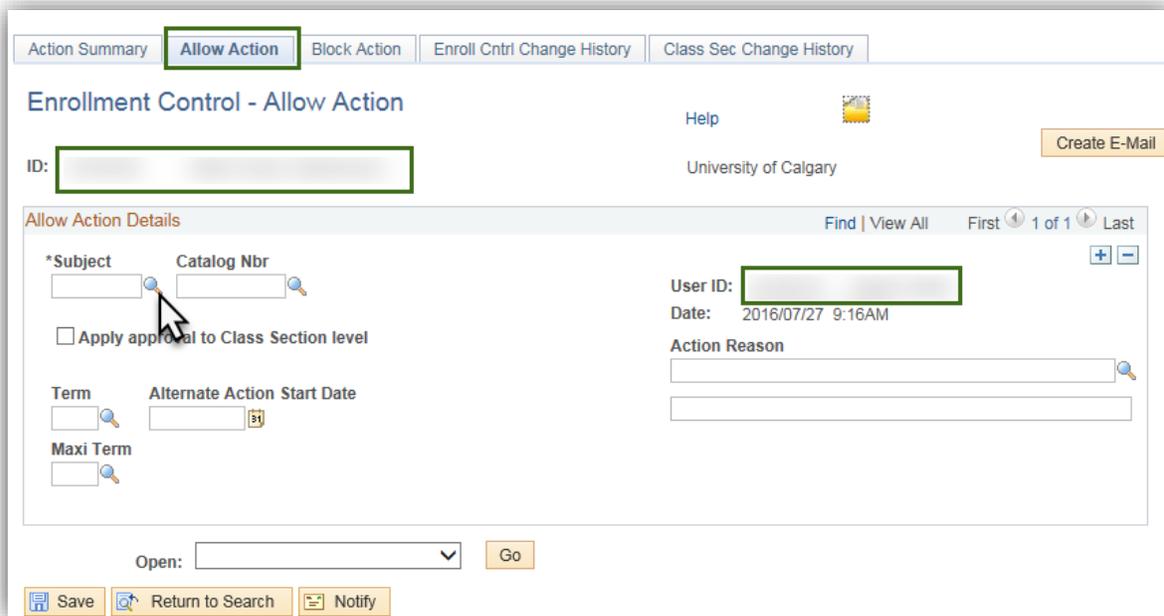
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7.    A list of subjects display allowing you to select the applicable subject (e.g. ACCT Accounting). Click the **ACCT** link.

8.    Click the **Look up Catalog Nbr** button.

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9.   The courses displayed (Catalog Nbr) are related to the subject selected (ACCT Accounting). Select the applicable Catalog Nbr (e.g. 217 Introductory Financial Acct). Click the **217** link.



10.  Select "Apply approval to Class Section level" for Allow Action to be applied to a specific section of a course. Not selecting this checkbox will allow a student to enroll in the entire course (e.g. all sections of Accounting 217). Click the **Apply approval to Class Section level** option.

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11.    If "Apply approval to Class Section level" checkbox was selected, click **Include** to allow student to register for a class section OR select **Exclude** to disallow student(s) to register for a class section. Select an Action Reason. Click the **Action Reason** button.



12.    A list of 13 Enrollment Actions Reasons display. For this example, click the **Pre-Requisite Waived** link.

13.    Note the warning message regarding the override will affect all requisites. This warning message will appear after selecting any Enrollment Action Reason, which also overrides pre-requisites. Click the **OK** button.
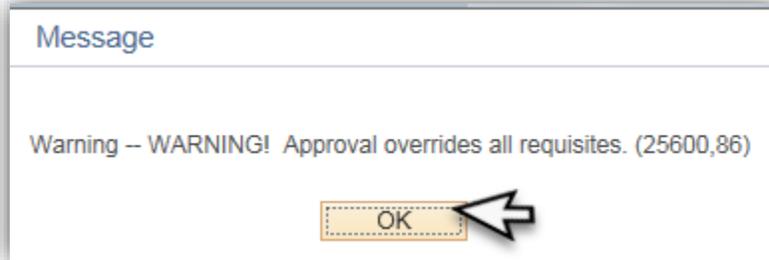


**Tip:** Consult the online learning to simulate other enrolment controls options at this point. The online learning features an alternative path icon (left bottom frame corner) to simulate other options on the Enrollment Action Reason list.

14.    After selecting Pre-Requisite Waived, follow these next steps. Click the **Look up Term** button and select the applicable term (e.g. 2167).



15.    If "Apply approval to Class Section level" was selected, select the appropriate Term in the Class Section Criteria Term. Click the **Look up Term** button and click the term (e.g. 2167). Please use caution when selecting Term and Maxi Term to avoid approving multiple repeats.

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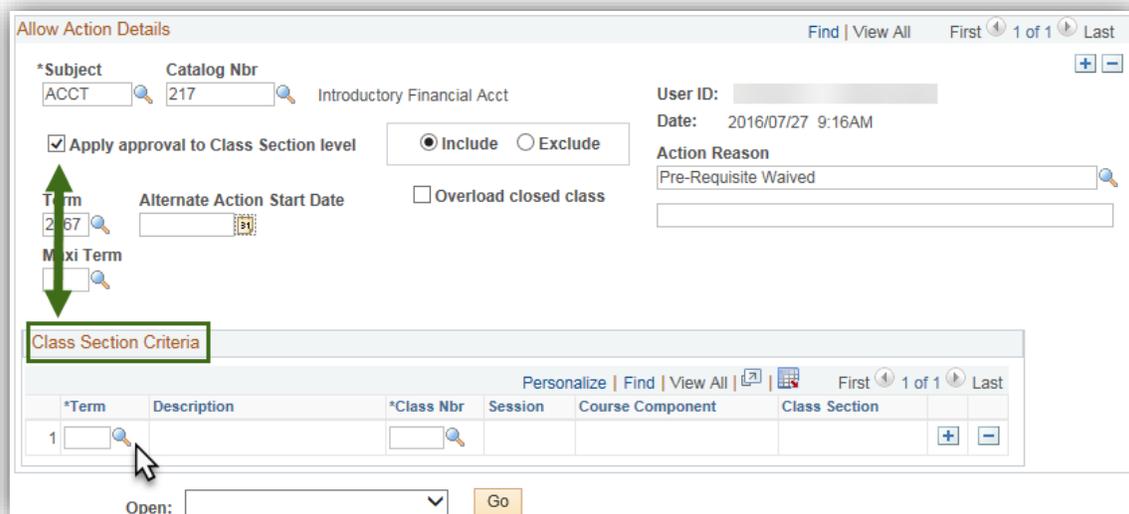
16.     Click **Look up Class Nbr**.
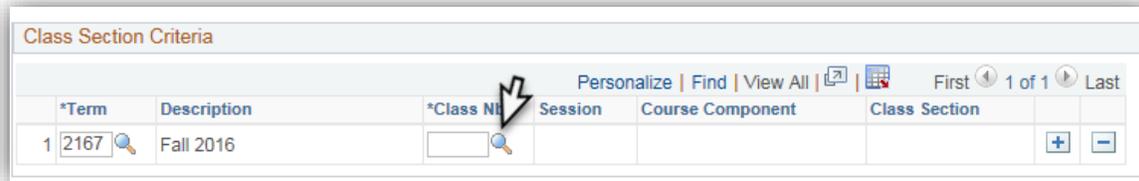


17.     A list of corresponding classes display related to the Subject (Acct). Select the applicable class (e.g. 217 ACCT 73476 Regular Lecture 01).  Click the **217** link.

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18.     Once the Enrollment Control - Allow Action has been entered, press the **Save** button.



19.     After an Enrollment Control - Allow Action has been created the student must be notified.  Click the **Create E-Mail** button.

20.     Enrollment Control - Message Parameters window displays including your ID and "For Actions Dated". Please ensure this date matches the actual Allow Actions date or nothing will populate. Click the **Create E-Mail** button.

Enrollment Control - Message Parameters

Create E-Mail
Cancel - Do Not Send

User ID:

For Actions dated: 2016/07/27

Your User ID and name display including the action date

21.     The Enrollment Control composition window displays with auto populated course information only. Include any lab and/or tutorials in the email text, if applicable. Ensure the information is correct and send the email. Click the **Send** button.
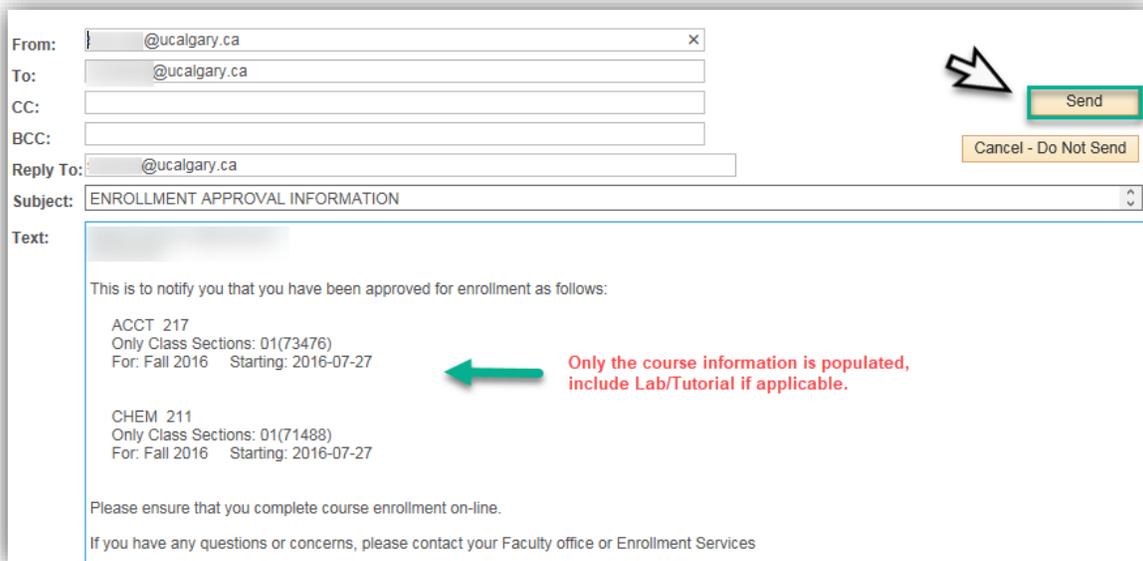
From:        @ucalgary.ca                                    ✕
To:          @ucalgary.ca
CC:
BCC:
Reply To:    @ucalgary.ca
Subject:     ENROLLMENT APPROVAL INFORMATION
Text:

Send
Cancel - Do Not Send

This is to notify you that you have been approved for enrollment as follows:

ACCT 217
Only Class Sections: 01(73476)
For: Fall 2016    Starting: 2016-07-27

Only the course information is populated, include Lab/Tutorial if applicable.

CHEM 211
Only Class Sections: 01(71488)
For: Fall 2016    Starting: 2016-07-27

Please ensure that you complete course enrollment on-line.

If you have any questions or concerns, please contact your Faculty office or Enrollment Services

22. **Alternative Enrollment Action Reasons:**

When selecting **Repeat - Course Approved** an additional prompt box displays FOR FACULTY OFFICE ONLY allowing Override Repeat Rule.
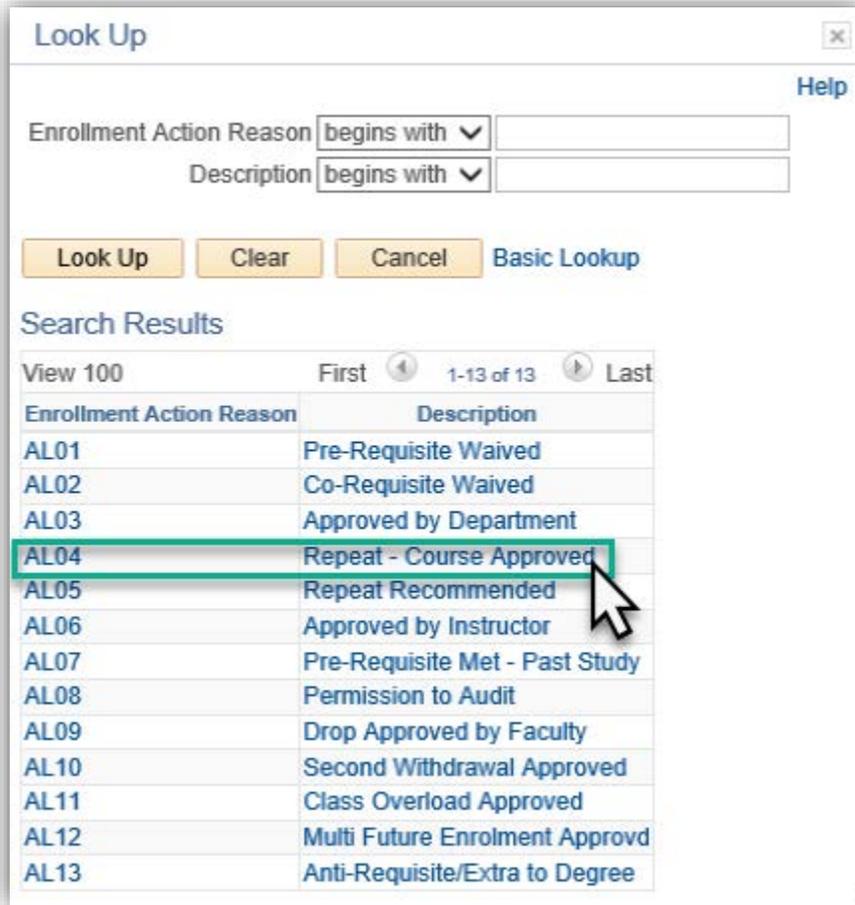
| Look Up | | ✕ |
|---|---|---|
| | | Help |

Enrollment Action Reason [begins with ▾] [_____]
Description [begins with ▾] [_____]

[Look Up] [Clear] [Cancel] Basic Lookup

**Search Results**

View 100      First ◀ 1-13 of 13 ▶ Last

| Enrollment Action Reason | Description |
|---|---|
| AL01 | Pre-Requisite Waived |
| AL02 | Co-Requisite Waived |
| AL03 | Approved by Department |
| AL04 | Repeat - Course Approved |
| AL05 | Repeat Recommended |
| AL06 | Approved by Instructor |
| AL07 | Pre-Requisite Met - Past Study |
| AL08 | Permission to Audit |
| AL09 | Drop Approved by Faculty |
| AL10 | Second Withdrawal Approved |
| AL11 | Class Overload Approved |
| AL12 | Multi Future Enrolment Approvd |
| AL13 | Anti-Requisite/Extra to Degree |

⚠️ You will need to complete For Faculty Office Only. Please note this is for Faculty advising offices. Departments should not check off the override repeat rule.

☐ Override Repeat Rule
FOR FACULTY OFFICE ONLY

23.     When selecting **Repeat Recommended**, **Approved by Instructor**, **Pre-Requisite Met – Past Study** or **Permission to Audit**, complete the menu as per the Pre-Requisite Waived process.



24.     When selecting **Class Overload Approved** option, you will need to enter the related class, if applicable.

25.    When selecting **Multi Future Enrolment Approved**, faculties give the approval by selecting Allow multi future enrolment. If this is not selected the student will not be able to enroll in this course.

### Search Results

| View 100 | First ◀ 1-13 of 13 ▶ Last |
|---|---|
| **Enrollment Action Reason** | **Description** |
| AL01 | Pre-Requisite Waived |
| AL02 | Co-Requisite Waived |
| AL03 | Approved by Department |
| AL04 | Repeat - Course Approved |
| AL05 | Repeat Recommended |
| AL06 | Approved by Instructor |
| AL07 | Pre-Requisite Met - Past Study |
| AL08 | Permission to Audit |
| AL09 | Drop Approved by Faculty |
| AL10 | Second Withdrawal Approved |
| AL11 | Class Overload Approved |
| AL12 | Multi Future Enrolment Approvd |
| AL13 | Anti-Requisite/Extra to Degree |

**Action Reason**

Multi Future Enrolment Approvd

☑ Allow multi future enrolment
FOR FACULTY OFFICE ONLY

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26.    When selecting **Anti-Requisite/Extra to Degree** ensure the Subject (e.g. STAT 213); Apply
approval to Class Section level and Term (e.g. 2167) are selected. For this example, the student is
attempting to take STAT 213. If they previously took STAT 205 this would be considered an anti-
requisite (not permitted). Ensure **Include** has been selected to allow the student to register for the
class section. *Make one of the courses Extra to Degree immediately to avoid being counted/included
on the Academic Advisement report.*



27.    Select **Anti-Requisite/Extra to Degree**.



**Tip:**  A report can be run each term to identify students who have anti-requisites. The report can be
run from Academic Advisement > Advisement Reports > Anti-Requisite Report.

28.  **Tip:** Additional features on the Enrollment Control – Allows action page include an "Open" drop down listing options for quick navigation to other components or pages within PeopleSoft that relate to Registration. Click the **Open** list, select the option and click **Go**.
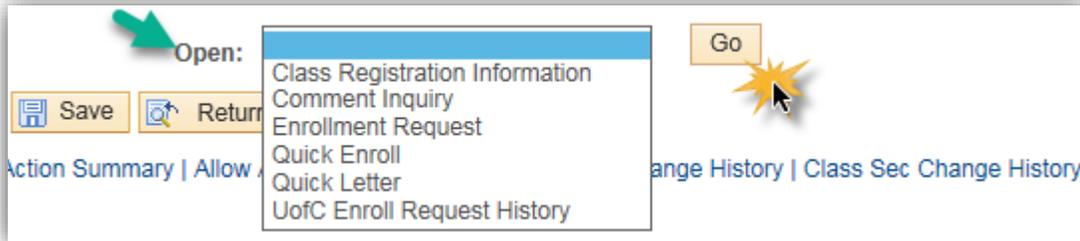


**Enrollment Control Change History**:
The next steps will explain how to view the Enrollment Control Change History and the Class Section Change History.

1.  In order to reflect any current changes made, you must navigate from the Enrollment Control component. Use the breadcrumbs to navigate to **Enrollment Control**.



2.  The student's ID should carry over or you may enter another student ID. Click **Search** or **Enter**.
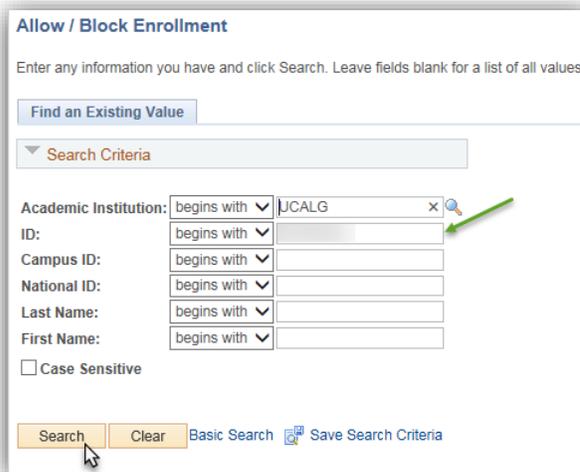
3. On Enrollment Control – Action Summary, recent allows actions display. Click the **Enroll Cntrl Change History** tab.
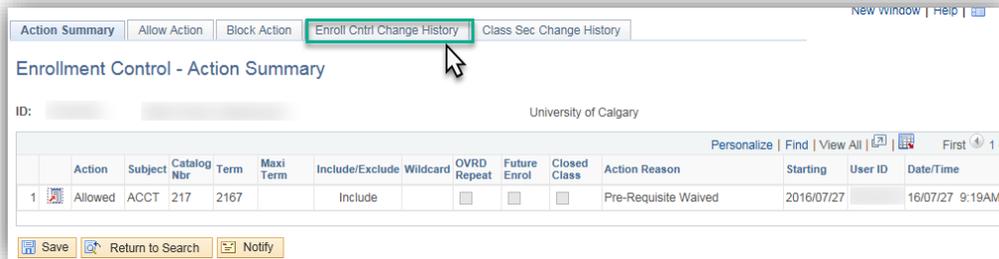


4. Enrollment Control Change History displays a grid of any previous Allow Actions entered for this student, including the Subject Area, Catalog Nbr (class), Date and Time, the emplid of the person who entered the Allow Action, type of action, etc.
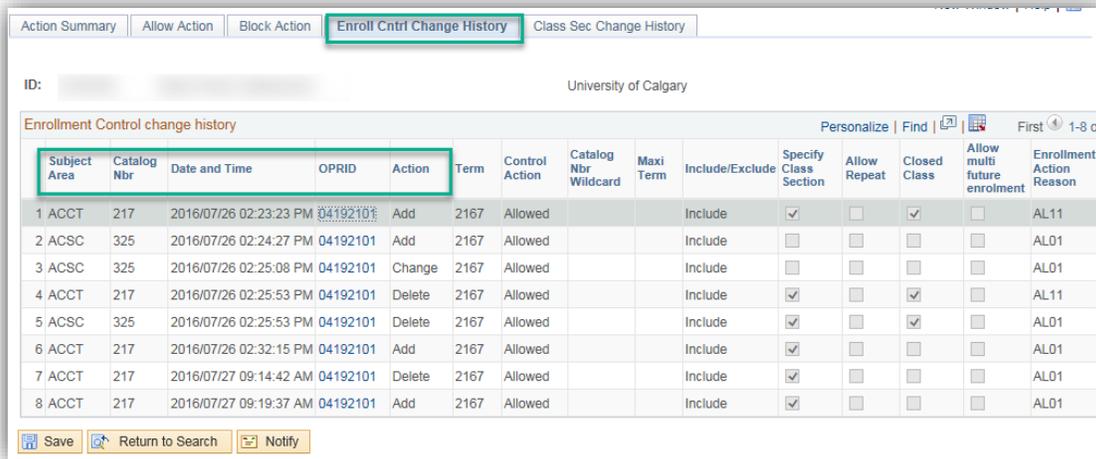


5. Comments can also be viewed in the last column on the Enrollment Control Change History grid by scrolling right.
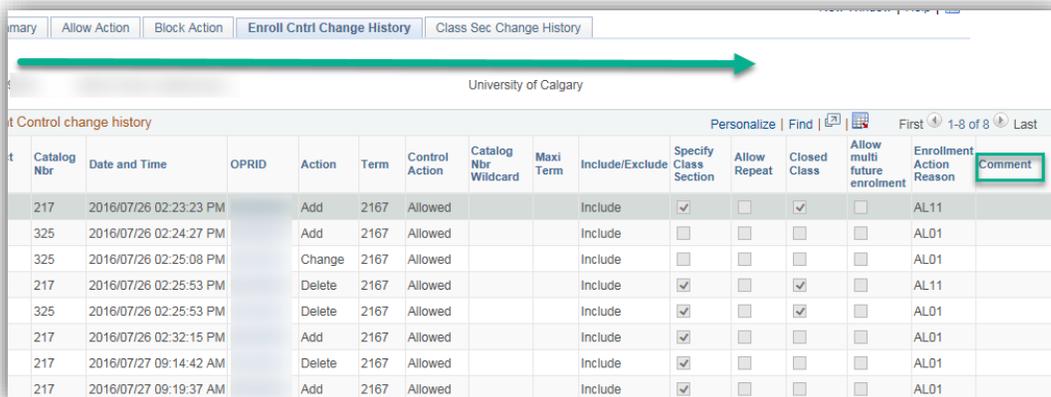
6.    Click the **Class Sec Change History** tab.



7.    The Class Sec Change History grid displays any section changes related to the Subject Area (e.g. Related 1 73482 displays the Lecture that was added previously for Accounting 217.



This completes the lesson on Enrollment Control Allow Actions. For the corresponding online learning, consult the Student Administration (PeopleSoft Campus Solutions) training website.

For detailed explanations of Enrolment Controls, please consult:
https://www.ucalgary.ca/registrar/training/student-administration/enrolment-control-transactions
**End of Procedure.**