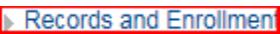


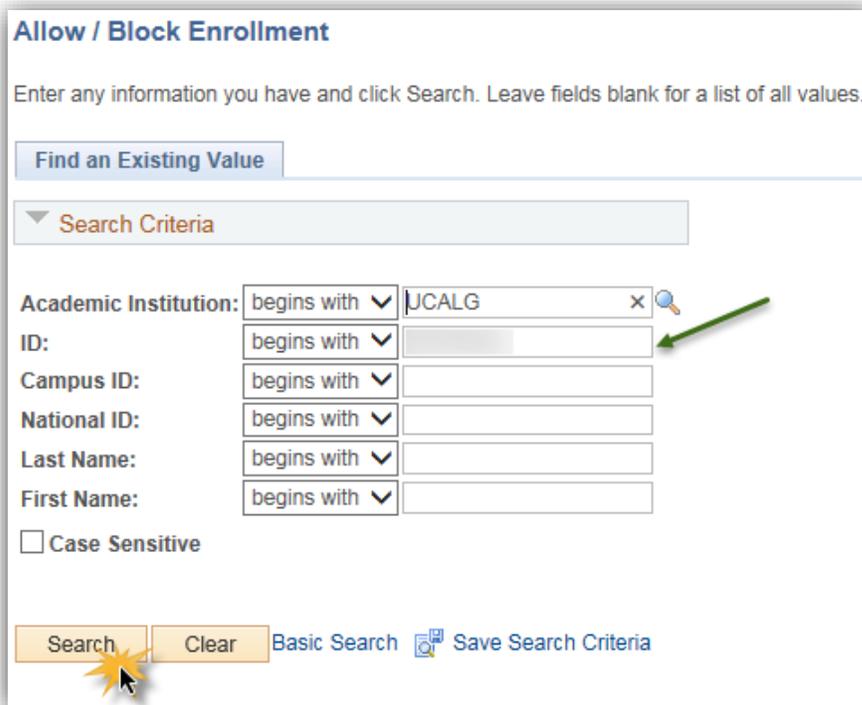
The following explains the process of Allow Actions, which enable students to enroll in a course or group of courses through the Student Centre. Enrollment Control allows authorized staff such as Department or Faculty advisors to Allow Actions (record permissions, override prerequisites) or other decisions,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

2. Click the **Enroll Students** link.

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

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 ▼ UJCALG x 🔍

ID: begins with ▼ 

Campus ID: begins with ▼

National ID: begins with ▼

Last Name: begins with ▼

First Name: begins with ▼

Case Sensitive

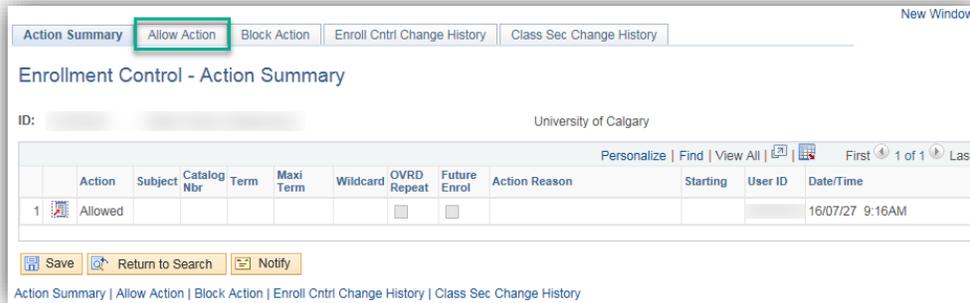
[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

Allow Actions

Enrolment Control

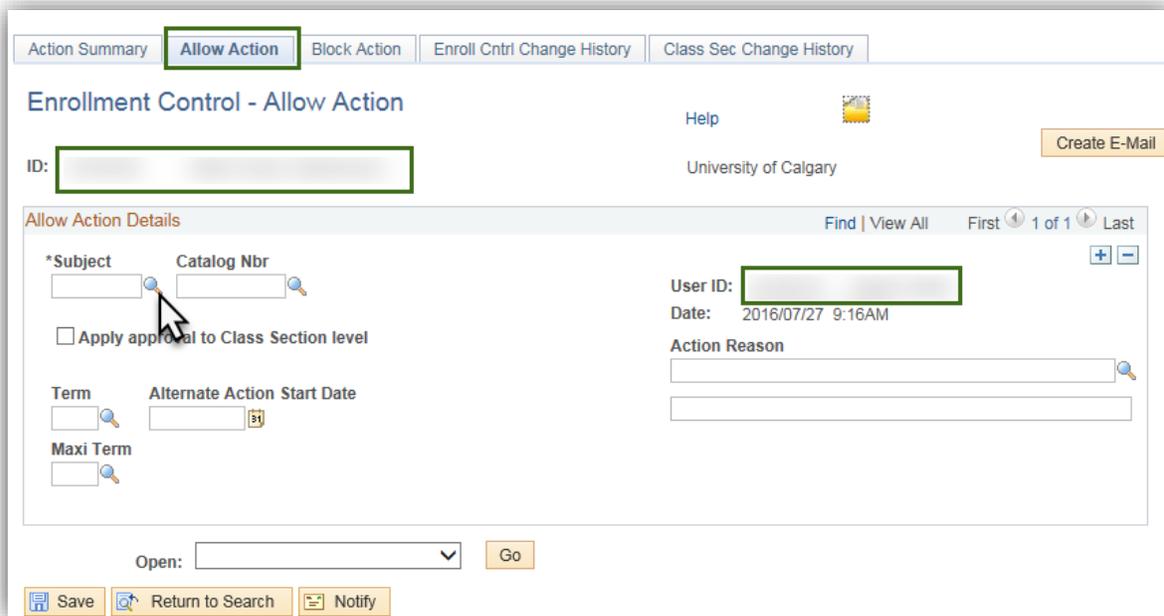
SA – Registration

5. On Enrollment Control – Action Summary, click the **Allow Action** tab.



Action	Subject	Catalog Nbr	Term	Maxi Term	Wildcard	OVRD Repeat	Future Enrol	Action Reason	Starting	User ID	Date/Time
1	Allowed										16/07/27 9:16AM

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.



Enrollment Control - Allow Action

ID: [Redacted]

University of Calgary

Allow Action Details

*Subject [Redacted] Catalog Nbr [Redacted]

Apply approval to Class Section level

Term [Redacted] Alternate Action Start Date [Redacted]

Maxi Term [Redacted]

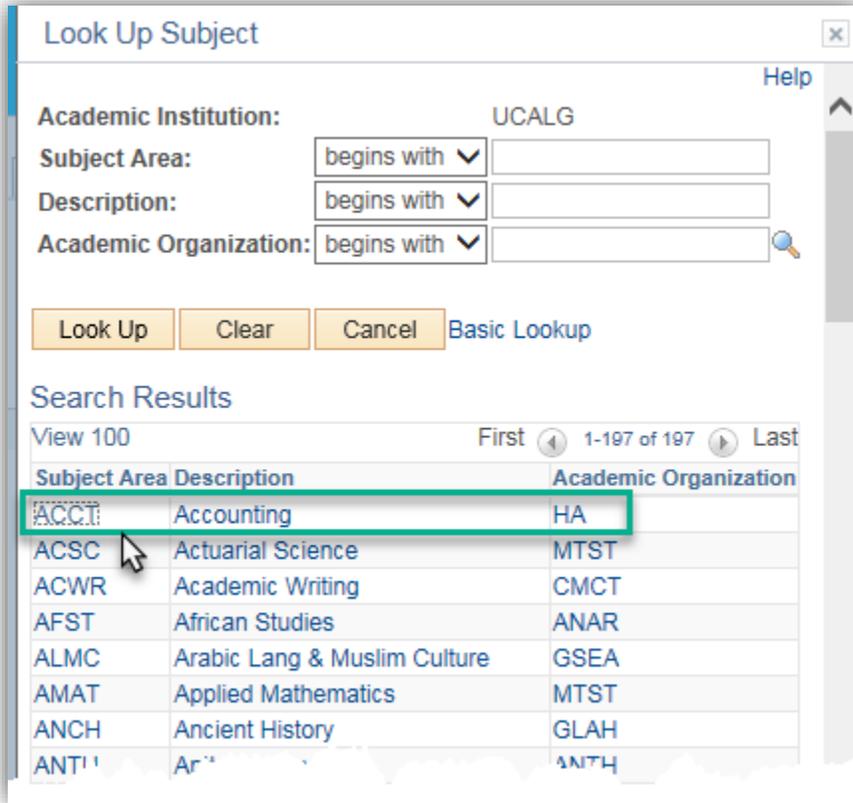
User ID: [Redacted]

Date: 2016/07/27 9:16AM

Action Reason [Redacted]

Open: [Redacted] Go

7. A list of subjects display allowing you to select the applicable subject (e.g. ACCT Accounting). Click the **ACCT** link.



Look Up Subject

Academic Institution: UCALG

Subject Area: begins with

Description: begins with

Academic Organization: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-197 of 197 Last

Subject Area	Description	Academic Organization
ACCT	Accounting	HA
ACSC	Actuarial Science	MTST
ACWR	Academic Writing	CMCT
AFST	African Studies	ANAR
ALMC	Arabic Lang & Muslim Culture	GSEA
AMAT	Applied Mathematics	MTST
ANCH	Ancient History	GLAH
ANTH	Anthropology	ANTH

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

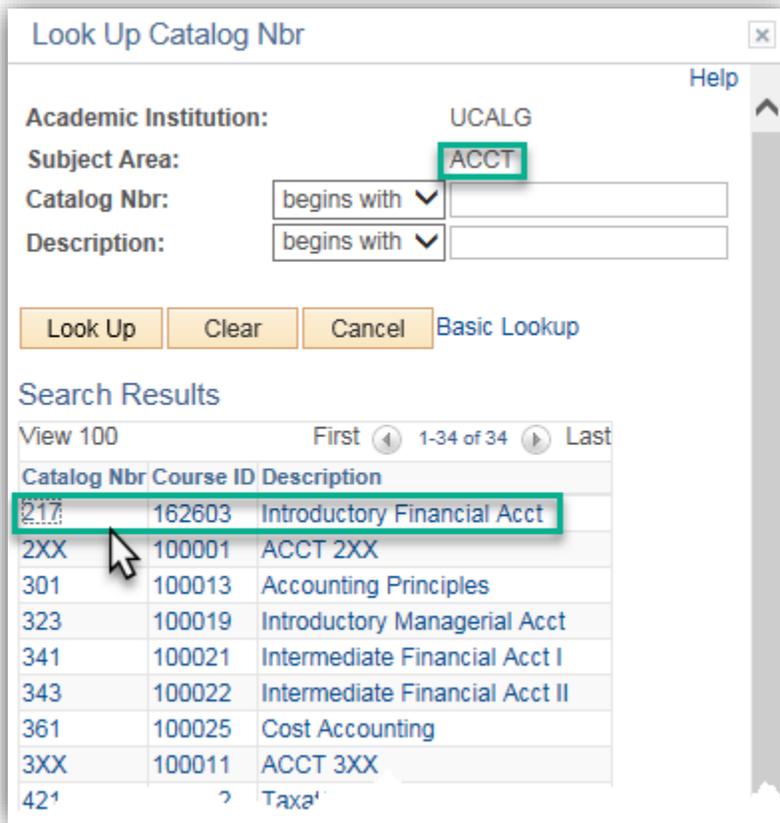


Allow Actions

Enrolment Control

SA – Registration

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.



Look Up Catalog Nbr

Academic Institution: UCALG

Subject Area: ACCT

Catalog Nbr: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

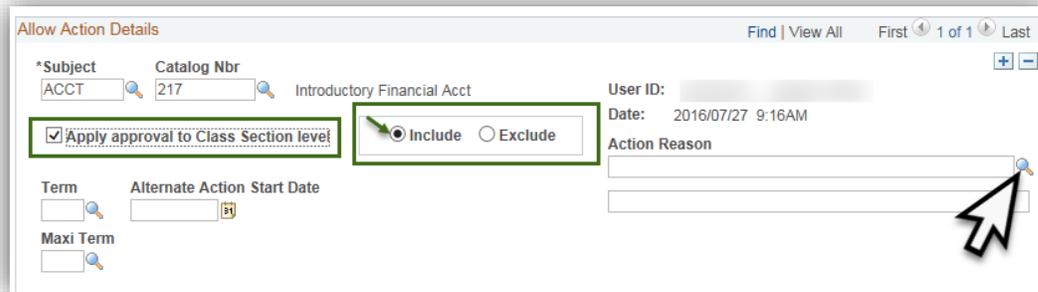
View 100 First 1-34 of 34 Last

Catalog Nbr	Course ID	Description
217	162603	Introductory Financial Acct
2XX	100001	ACCT 2XX
301	100013	Accounting Principles
323	100019	Introductory Managerial Acct
341	100021	Intermediate Financial Acct I
343	100022	Intermediate Financial Acct II
361	100025	Cost Accounting
3XX	100011	ACCT 3XX
421	?	Taxa'

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.

Apply approval to Class Section level

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.



Allow Action Details

Find | View All First 1 of 1 Last

*Subject ACCT Catalog Nbr 217 Introductory Financial Acct

User ID: [Redacted] Date: 2016/07/27 9:16AM

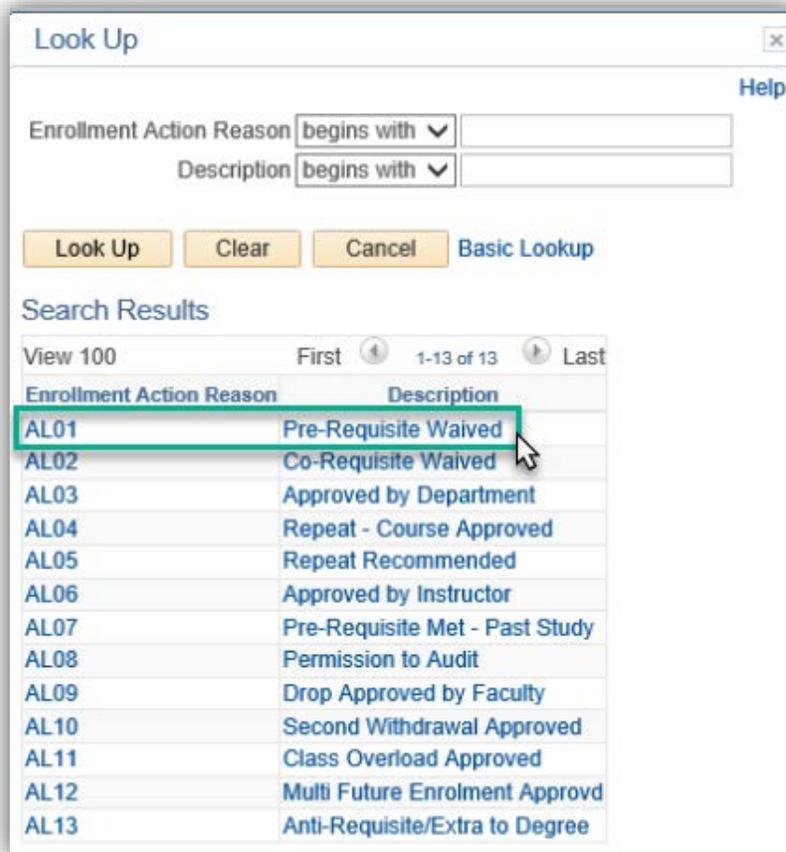
Apply approval to Class Section level Include Exclude

Term [Redacted] Alternate Action Start Date [Redacted]

Maxi Term [Redacted]

Action Reason [Dropdown]

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



Look Up

Help

Enrollment Action Reason begins with [Redacted]

Description begins with [Redacted]

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-13 of 13 Last

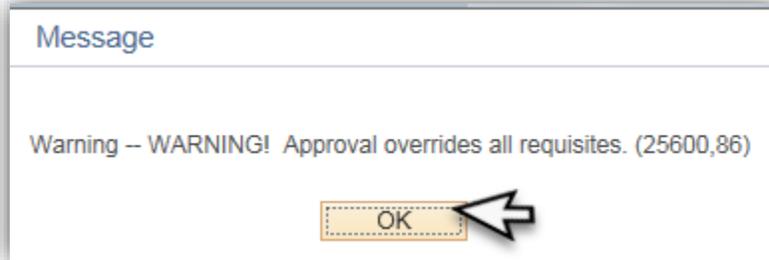
Enrollment Action Reason	Description
AL01	Pre-Requisite Waived
AL02	Co-Requisite Waived
AL03	Approved by Department
AL04	Repeat - Course Approved
AL05	Repeat Recommended
AL06	Approved by Instructor
AL07	Pre-Requisite Met - Past Study
AL08	Permission to Audit
AL09	Drop Approved by Faculty
AL10	Second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

Allow Actions

Enrolment Control

SA – Registration

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.

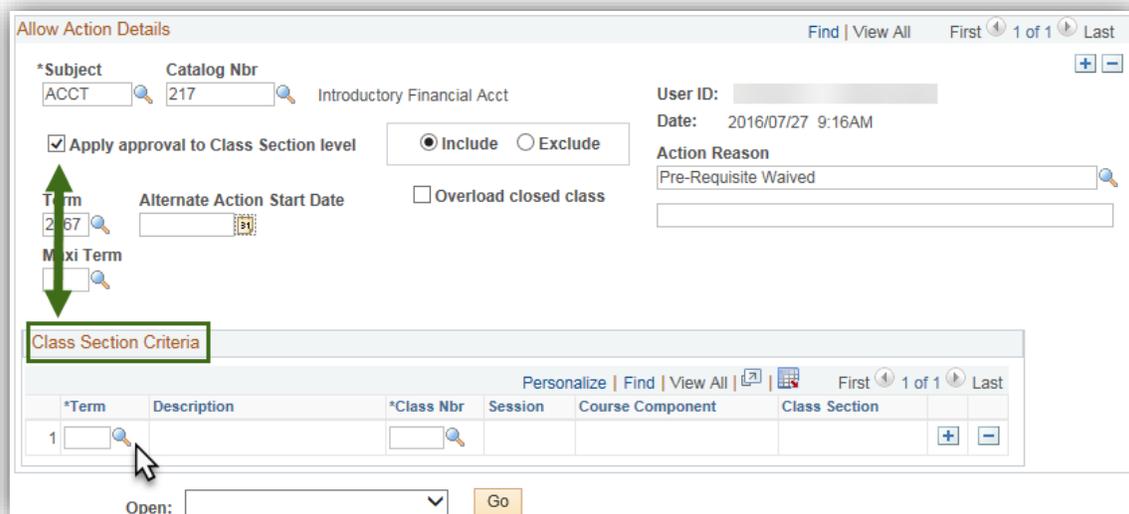


Tip: Consult the online learning to simulate other enrolment controls options at this point. The online learning features an alternative path icon (left bottom frame corner) to simulate other options on the Enrollment Action Reason list.

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

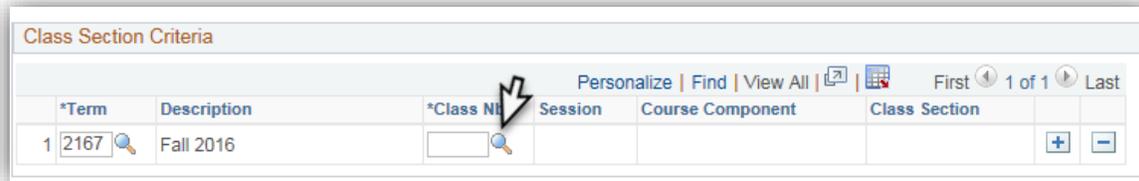


15. If "Apply approval to Class Section level" was selected, select the appropriate Term in the Class Section Criteria Term. Click the **Look up Term** button and click the term (e.g. 2167). Please use caution when selecting Term and Maxi Term to avoid approving multiple repeats.



*Term	Description	*Class Nbr	Session	Course Component	Class Section
1					

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

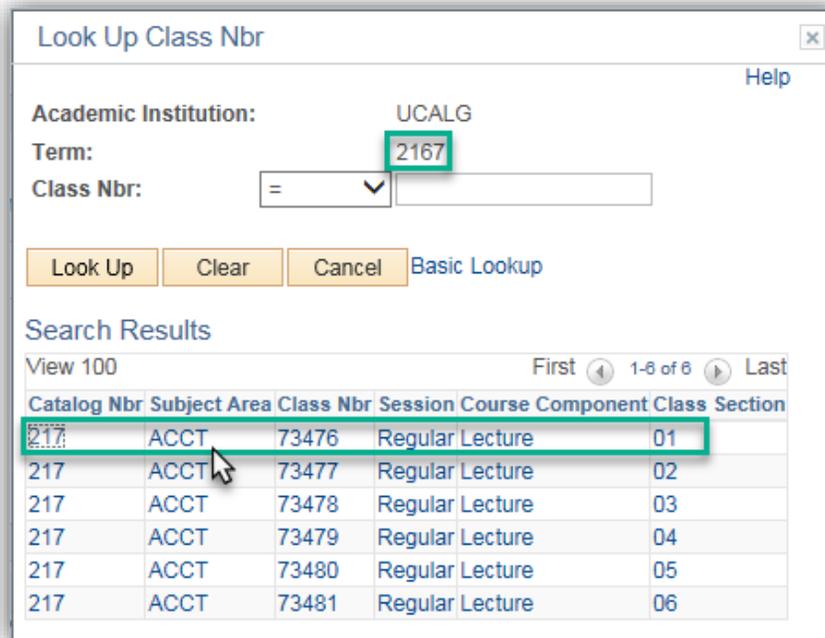


Class Section Criteria

Personalize | Find | View All | First 1 of 1 Last

*Term	Description	*Class Nbr	Session	Course Component	Class Section
1 2167	Fall 2016				

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.



Look Up Class Nbr

Academic Institution: UCALG

Term: 2167

Class Nbr: =

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-6 of 6 Last

Catalog Nbr	Subject Area	Class Nbr	Session	Course Component	Class Section
217	ACCT	73476	Regular Lecture		01
217	ACCT	73477	Regular Lecture		02
217	ACCT	73478	Regular Lecture		03
217	ACCT	73479	Regular Lecture		04
217	ACCT	73480	Regular Lecture		05
217	ACCT	73481	Regular Lecture		06

Allow Actions Enrolment Control

SA – Registration



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

Enrollment Control - Allow Action

ID: [redacted] University of Calgary

Allow Action Details

*Subject: ACCT Catalog Nbr: 217 Introductory Financial Acct

Apply approval to Class Section level Include Exclude

Term: 2167 Alternate Action Start Date: [] Overload closed class:

Maxi Term: []

User ID: [redacted] Date: 2016/07/27 9:19AM

Action Reason: Pre-Requisite Waived

Class Section Criteria

*Term	Description	*Class Nbr	Session	Course Component	Class Section
1	Fall 2016	73476	1	LEC	01

Open: [] Go

Save Return to Search Notify

Action S | Action | Block Action | Enroll Cntrl Change History | Class Sec Change History

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

Enrollment Control - Allow Action

ID: [redacted] University of Calgary

Allow Action Details

*Subject: ACCT Catalog Nbr: 217 Introductory Financial Acct

Apply approval to Class Section level Include Exclude

Term: 2167 Alternate Action Start Date: [] Overload closed class:

User ID: [redacted] Date: 2016/07/27 9:19AM

Action Reason: Pre-Requisite Waived

Create E-Mail

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

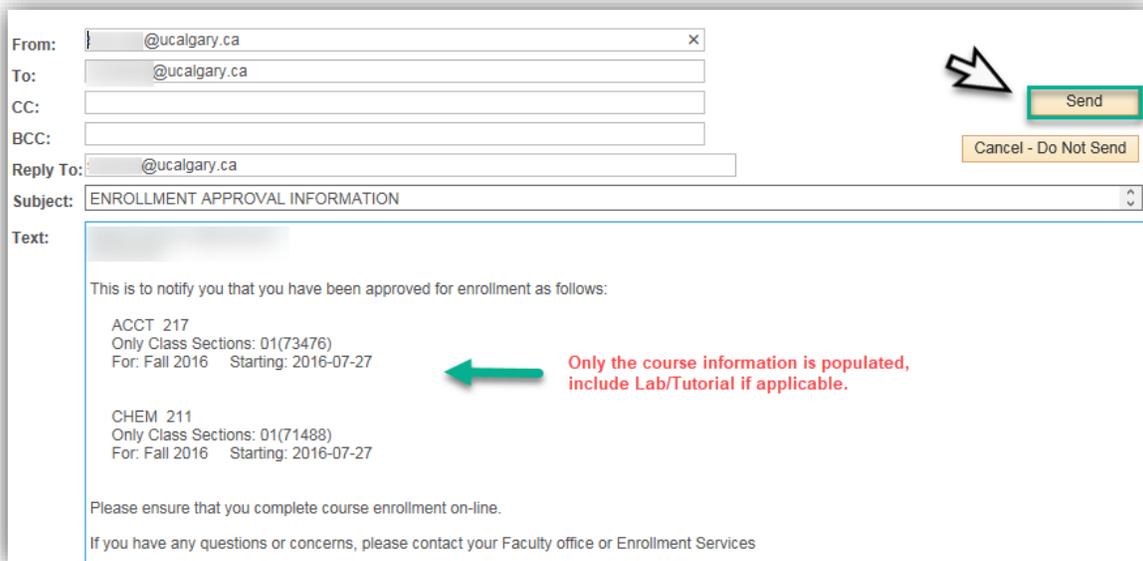
Cancel - Do Not Send

User ID: [Greyed out name]

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:

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

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

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

Send

Cancel - Do Not Send

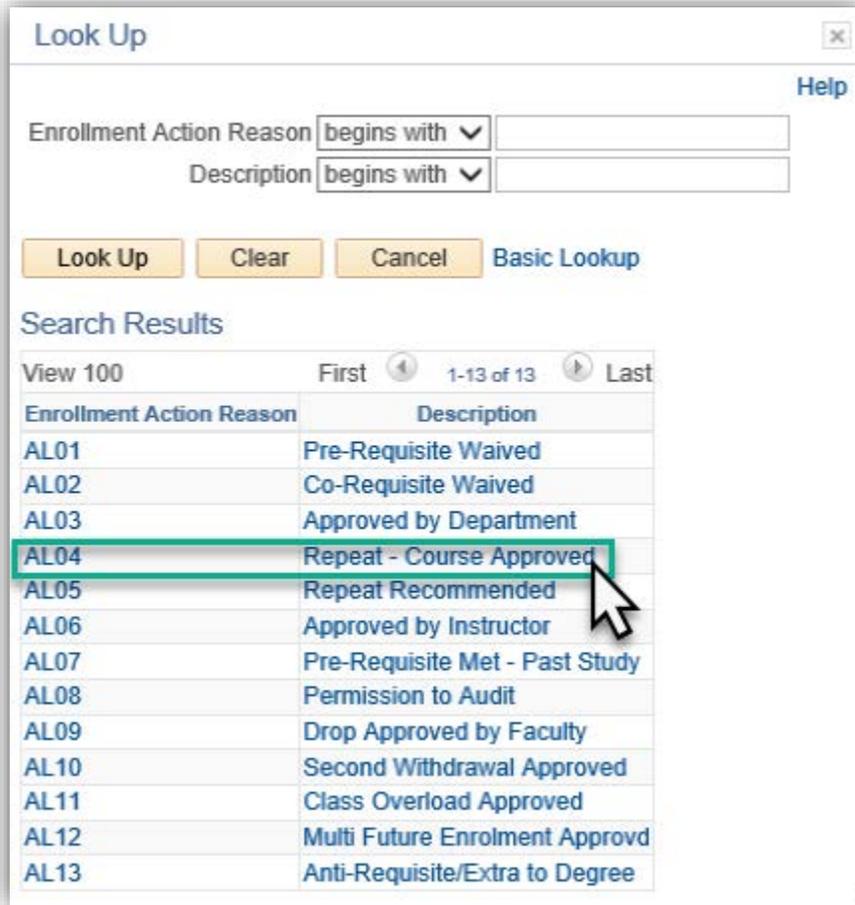
Allow Actions

Enrolment Control

SA – Registration

22. Alternative Enrolment 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

Description

[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.



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

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



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

Allow Actions Enrolment Control

SA – Registration



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

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**.

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

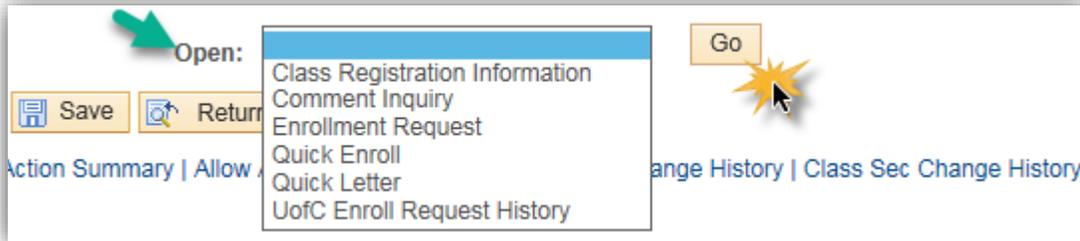
Tip: A report can be run each term to identify students who have anti-requisites. The report can be run from Academic Advisement > Advisement Reports > Anti-Requisite Report.

Allow Actions

Enrolment Control

SA – Registration

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**.



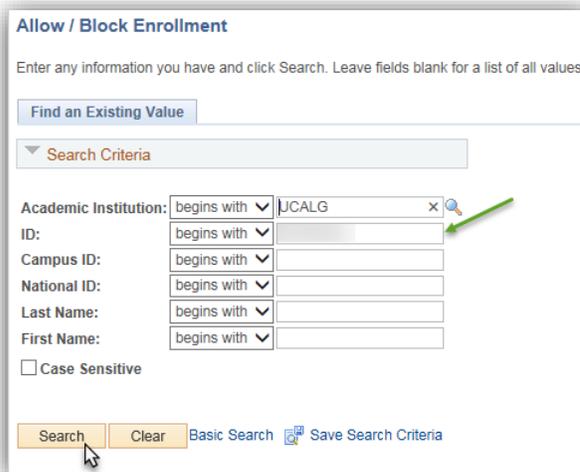
Enrollment Control Change History:

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

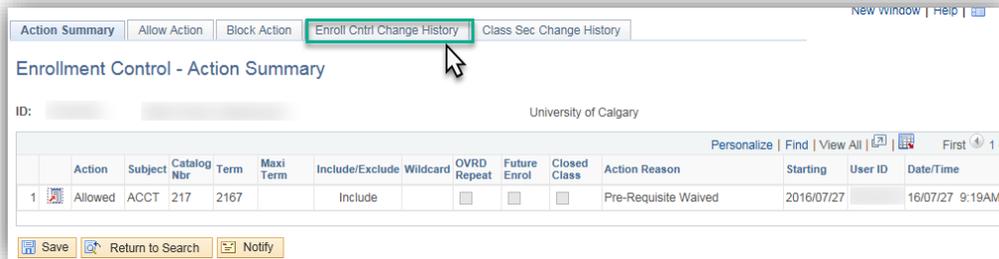
1. In order to reflect any current changes made, you must navigate from the Enrollment Control component. Use the breadcrumbs to navigate to **Enrollment Control**.



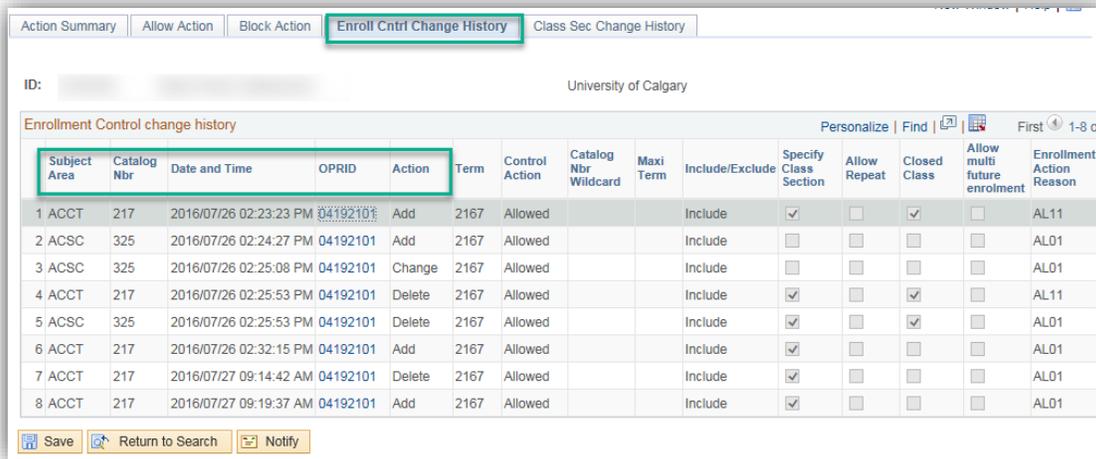
2. The student’s ID should carry over or you may enter another student ID. Click **Search** or **Enter**.



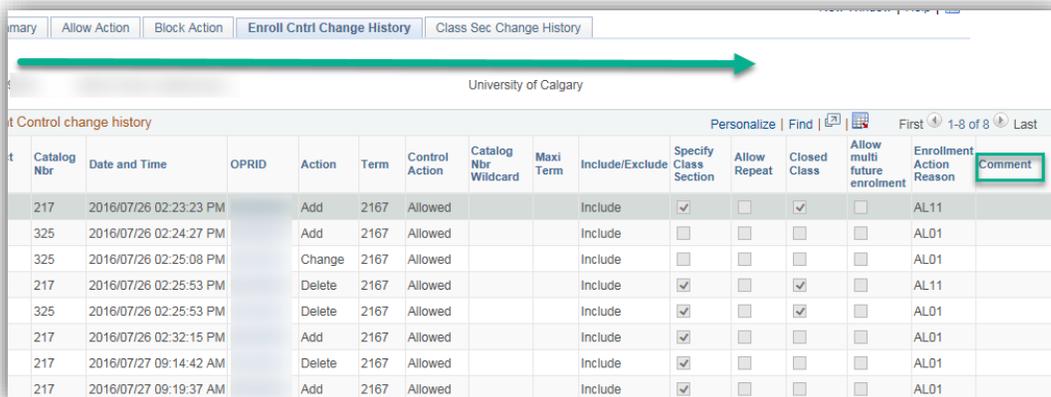
- On Enrollment Control – Action Summary, recent allows actions display. Click the **Enroll Cntrl Change History** tab.



- 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.



- Comments can also be viewed in the last column on the Enrollment Control Change History grid by scrolling right.



Allow Actions Enrolment Control

SA – Registration



- Click the **Class Sec Change History** tab.



- 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).

Subject Area	Catalog Nbr	Date and Time	OPRID	Action	Class Nbr	Term	Related 1	Related 2
1 ACCT	217	2016/07/26 02:23:23 PM		Add	73476	2167	73482	
2 ACSC	325	2016/07/26 02:25:08 PM		Add	70104	2167	70105	
3 ACCT	217	2016/07/26 02:25:53 PM		Delete	73476	2167	73482	
4 ACSC	325	2016/07/26 02:25:53 PM		Delete	70104	2167	70105	
5 ACCT	217	2016/07/26 02:32:15 PM		Add	73476	2167		
6 ACCT	217	2016/07/27 09:14:42 AM		Delete	73476	2167		
7 ACCT	217	2016/07/27 09:19:37 AM		Add	73476	2167		

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.