

Important Information about Allow Actions and Topics Courses

The following guidelines for handling topics courses should be followed when recording Allow Actions on the Enrollment Control component.

There are two types of courses which are assigned decimalized numbers:

Formal Topic Courses - These are assigned a permanent topic number and appear within the U of C Calendar. In the PeopleSoft system each individual topic course of this type will have a unique Course ID.

Informal Topic Courses – These do not appear in the U of C Calendar and do not have a unique Course ID in PeopleSoft. Note: Incomplete recording of information on an Allow Action for these type of courses can result in a student having access to enroll in any topic being offered within the course group.

Formal Topic Courses

The individual topics will be available for selection on the Allow Action page by specifying the Subject and Catalog Number combination. The topic number will appear in the search list in the Catalog Number field as in this example:

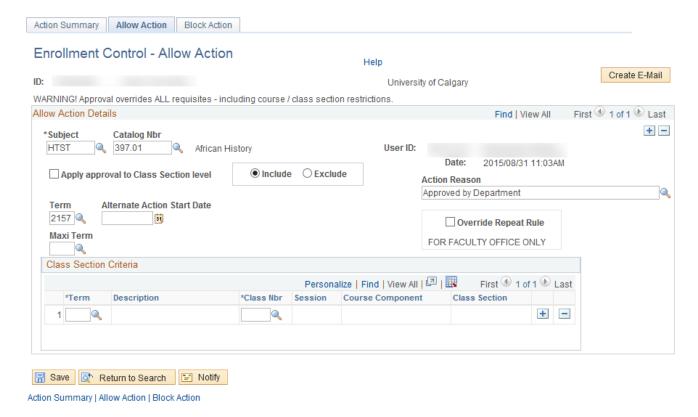


Allow Actions

SA - Registration



Since each topic has a unique Course ID, the Allow Action will pertain only to that specific topic course and can be recorded as such:



This Allow Action will approve enrollment in only the specified topic course.

Informal Topic Courses:

The individual topics will not be available within the Catalog Nbr field as shown above. Rather, only the "parent" course will have a unique Catalog Nbr and associated Course ID number.

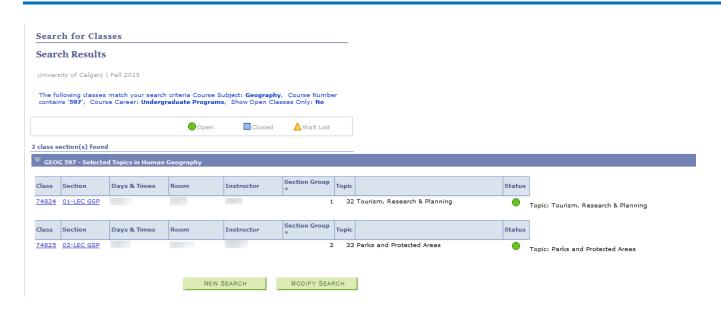
Important! - . If only the 3 digit Catalog Nbr is specified on an Allow Action, the student will be permitted by the system to register in any of the topic sections which are scheduled for that course within the term or maxiterm which has been specified. In other words, informal topic course sections appear to the system as sections of the same course and not as unique courses because they do not have individual Course IDs.

Therefore, it is necessary to specify the Class Section level details for the Topic being approved as follows:

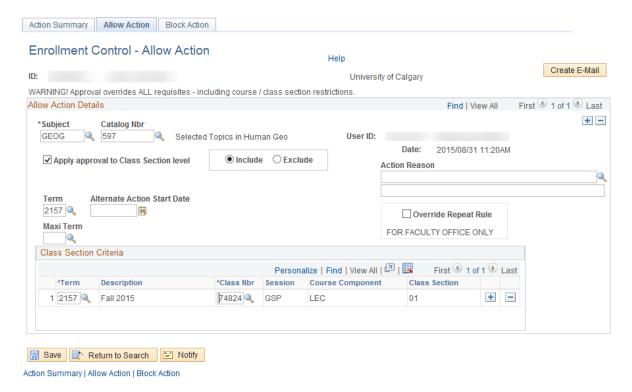








To ensure that the student's approval is limited to only one of the topics, the Allow Action must be recorded as follows:



This example "includes" only one specific class or "topic" in the approval.

If it is desired to include more than one topic in the same approval it is possible to do so by either listing all that are to be included using the button or, alternately, by "excluding" the class or classes which are not included in the approval.