

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:

Look Up Catalog Nbr		
340	162264	Ethnicity, Race & Immigr Canda
341	162265	Hist Popular Cult in Canada
345	123730	Canadian Native History
347	123731	Western Canada
349	123732	Canadian Military History
351	123734	A History Of Canadian Politics
353	123735	Canadian Social Development
354	162938	Landscape Setlmt Cities Global
357	123736	Wild West/Mild West?
359	123737	The United States To 1877
361	123738	The United States Since 1877
365	123740	LatinAmericaBeforeIndependence
367	123741	LatinAmericaSinceIndependence
372	162769	Ways Knowing: Sci Tech Medcn
379	123747	War&Soci:MedievalToNapoleon
381	123748	Military History
383	123749	Mil History:ColdWar&Beyond
385	162770	History of Energy
397.01	162946	African History
397.02	162947	History of the Middle East
397.03	162948	South Asian History
404	162960	The History of Taiwan
406	162950	The Mongol World Empire
409.01	123759	Britain 1460-1714
412	169807	Russia and the Soviet Union
413	162939	Modern Germany
425	162617	History of the Atlantic World
426	162951	European Refrms 16th Century
427	123778	Ideas and Events Modern Europe
431	123780	Canada During The World Wars
435	123782	Prophets, Priests & Prodigals
436	162628	HistotheUni-Can&WestWorld
437	123783	Canadian Environmental History
438	162941	History of Women Cdn Society
439	161482	The Canadian West
442	162958	Activism and Protest in Canada
443	162771	The Métis People of Canada
447	123790	History Of The Canadian North
447	162959	Subarctic & Arctic Cdn Hist
449	123791	HistoPopCulture1850-Pres
450	161483	Hist Social Policy in Canada
451	123792	IntellectualRootsModernCanada
455	123795	ColonialSocietyInNorthAmerica
458	162798	The US in Depression & WWII
459	150251	Toxics in U.S. Social History

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:

Action Summary | **Allow Action** | Block Action

Enrollment Control - Allow Action

Help Create E-Mail

ID: [redacted] University of Calgary

WARNING! Approval overrides ALL requisites - including course / class section restrictions.

Allow Action Details Find | View All | First 1 of 1 Last

*Subject: HTST Catalog Nbr: 397.01 African History User ID: [redacted]

Apply approval to Class Section level Include Exclude Date: 2015/08/31 11:03AM

Term: 2157 Alternate Action Start Date: [] Action Reason: Approved by Department

Maxi Term: [] Override Repeat Rule
FOR FACULTY OFFICE ONLY

Class Section Criteria Personalize | Find | View All | First 1 of 1 Last

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

Save | Return to Search | Notify

Action Summary | Allow Action | Block Action

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 maxi-term 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:

Search for Classes

Search Results

University of Calgary | Fall 2015

The following classes match your search criteria Course Subject: **Geography**, Course Number contains '597', Course Career: **Undergraduate Programs**, Show Open Classes Only: **No**

Open
 Closed
 Wait List

2 class section(s) found

GEOG 597 - Selected Topics in Human Geography

Class	Section	Days & Times	Room	Instructor	Section Group *	Topic	Status
74824	01-LEC GSP				1	32 Tourism, Research & Planning	● Topic: Tourism, Research & Planning
74825	02-LEC GSP				2	33 Parks and Protected Areas	● Topic: Parks and Protected Areas

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

Enrollment Control - Allow Action

ID: University of Calgary

WARNING! Approval overrides ALL requisites - including course / class section restrictions.

Allow Action Details Find | View All | First 1 of 1 Last

Selected Topics in Human Geo
 User ID:

Apply approval to Class Section level
 Include Exclude
 Date: 2015/08/31 11:20AM

Override Repeat Rule
FOR FACULTY OFFICE ONLY

*Term	Description	*Class Nbr	Session	Course Component	Class Section
1	Fall 2015	74824	GSP	LEC	01

[Action Summary](#) | [Allow Action](#) | [Block Action](#)

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.