

How to add classes on a Prereq/Full Class waiver for Summer Term

When a student comes to the Front Desk with a Prereq Waiver, you need to look at it carefully (especially if the student is trying to sign up for Business classes). Make sure it is for the correct term. Make sure it is signed by the department. Make sure the student's information is on there (they can fill in their own information themselves). Any prereq waiver that is used to sign up for business classes (mgt, mkt, is, fin, acc, etc... must have the red stamp from the Business college on it that says the student has met the prerequisites for the classes they are trying to sign up for. If it does not have the red stamp, then send the student back to the College of Business and have them obtain the correct form.

When a student comes to the Front Desk with a Full Class Waiver, then make sure all the information is correct (term, signature, and student information). In order to put a student in a full class, you have to verify that it is not capped. To do this, type call in the Function field and hit enter. Make sure you are in the correct term. Type in the call number and hit enter. Make sure that the call number matches the type of class the student wishes to be in. Sometimes the departments write down the wrong call number. Go back to the Function field by hitting the "Home" key and type csum in the Function field. Hit enter. By to the Call screen first and typing in the call number before going to the csum screen, the same class should be listed on the first line. Just verify that the screens didn't 'jump' and also check the term for the csum screen to make sure it is correct.

On either waiver, you need check to see if there are holds on the student's record. (see "How to add classes without a Prereq/Full Class waiver).

The csum screen will tell you whether the class is open or full. Because you are trying to add a student on a Full Class waiver, you will need to check the "number enrolled" Then you will type QCLS in the Function field. Hit enter. Again, because screens sometimes 'jump', just check to see that you are in the correct term and it is the correct class you are looking at.

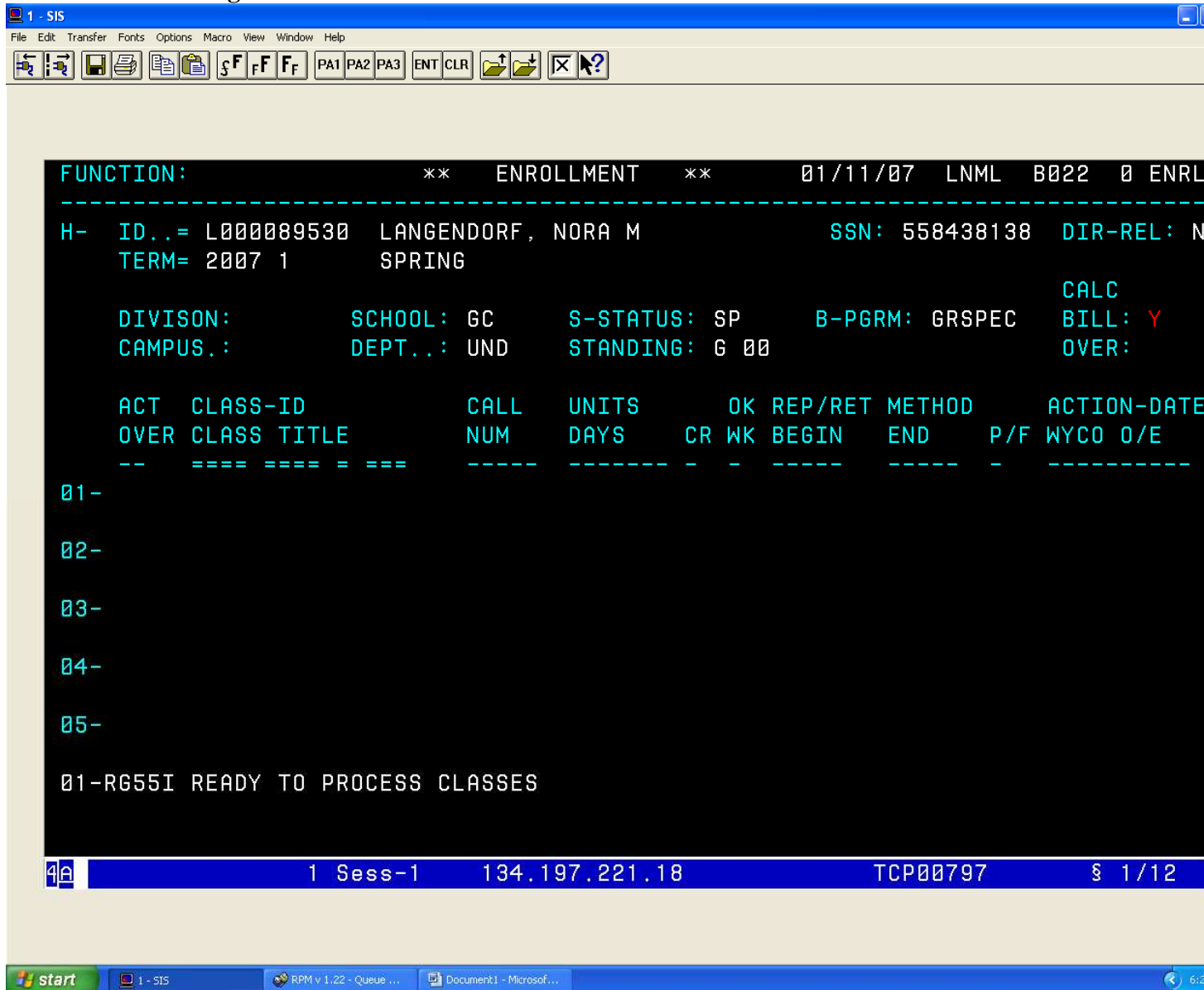
For Summer Term classes, look at the start/end dates listed on QLCS to make sure it is the right session. Most call numbers for Summer Term classes will give you a hint as to which session it belongs to. For example: Summer Session I will start with the number '1'. Summer Session II classes will begin their call numbers with the number '2'. Summer Session III call numbers will begin with the number '3'. While this is a 'rule of thumb' it is still important to look at the start/end dates as there are a lot of modular classes offered during Summer Term that begin with odd numbers. Also check CLAD (by typing clad in the Function field. This will give you the add/drop dates of modular classes. If the call # looks funny to you, then check this screen. You may be unable to add the student into one of these classes because the add date has already passed.

If the number of students enrolled in the class is less than the number listed under CAP, then it is okay to move forward by putting the student in the class. If the number of students enrolled in the class matches the number listed under CAP, then you will have to inform the student that because of Fire Code standards, it is not possible to put the student in the class even with the Full Class Waiver. No one is allowed to override Fire Codes!!!

In putting student's in a class that is full but not capped, you need to do the following:

RMEN
Enter
2
Enter

Look at the following enrollment screen:



If the screen has classes already listed on it, then type in blank in the Function field and hit enter. This will clear out the screen. If the screen is already blank, then type in reg in the Function field.

Tab over to the 01- line and type in a under ACT OVER. If you have the call number, then place the cursor under CALL NUM and type in the 5-digit call number. If you do not have the call number but do have the class title/id/section number, then place that information under the appropriate column. Hit enter. Place the cursor back to the Function field by hitting the “Home” key and type in go and then tab down underneath the a you added under the ACT OVER column. Change the N to a Y underneath the a and hit enter. If by hitting enter it takes you back to the rmen screen, then you have successfully put the

student in the class. If it does not take you back to the RMEN screen, then read the error messages located at the bottom of the enrollment screen. If the only error message you get is that the particular class is full, then go back to the Function field and type rmen. This will back you out of the enrollment screen.

Type 3 in the Funtion field on the RMEN screen and hit enter.
Go over the same steps that you did in RMEN 2

Print out a new copy of the student's class schedule by:

Type stim in the Function Field. Hit Enter

Make sure you are in the correct Term.

Click on the Print Icon

Note: You do not have to go to TRCL to have the student sign the print out as you do when you are adding w/out prereq/full-class waivers. The reason for this is that you have the paper trail from the waiver to prove that the student requested that he/she be put in the class.