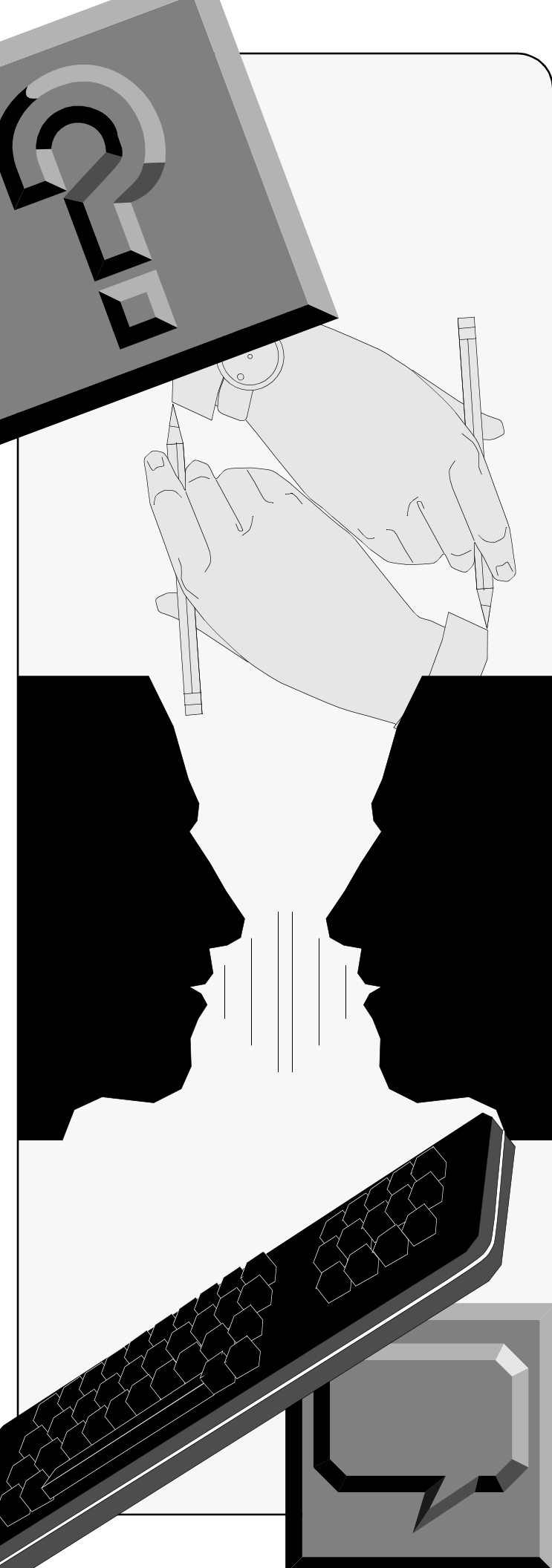


## Lookup Courses

### Chapter overview

You will learn about the following registration functions in this chapter:

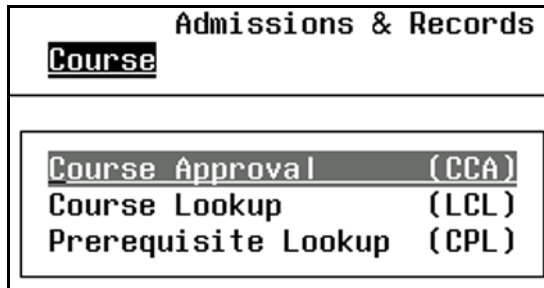
- Course Approval
- Course Lookup
- Prerequisite Lookup



## A. Course Approval

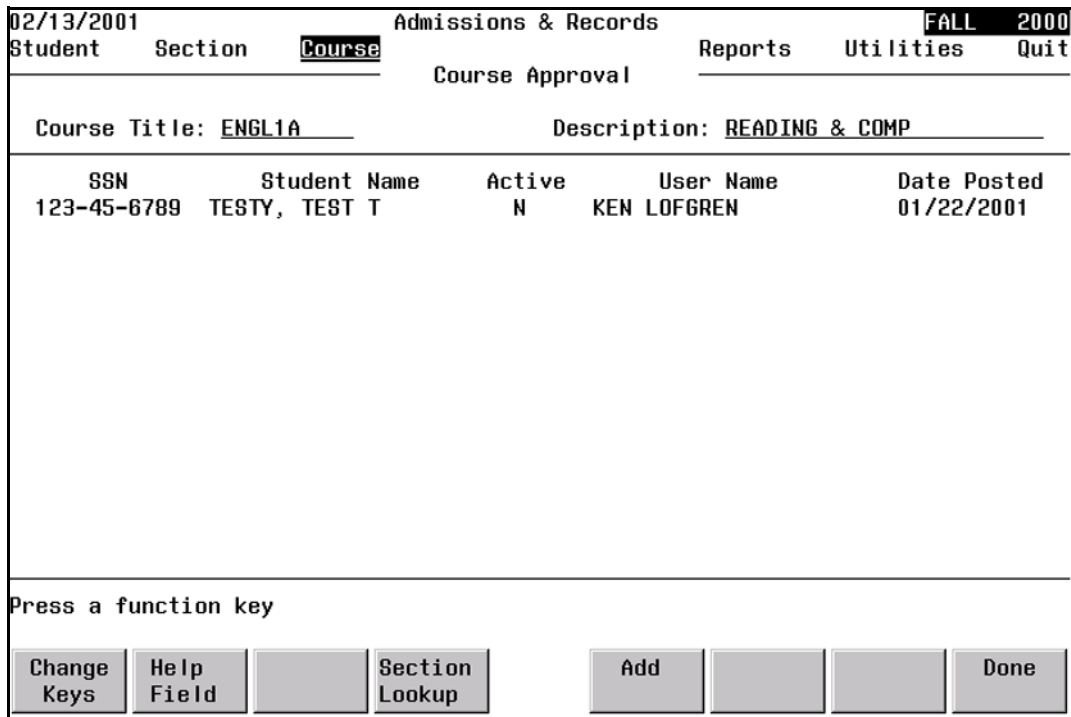
To assess if a student is approved for a course:

Choose Course > Course Approval.



**TIP:** You can skip this step by typing CCA at the prompt and then pressing <ENTER>.

A message box will appear asking you to: “Enter Course Title”.



Below you will see an explanation of the fields in Course Approval:

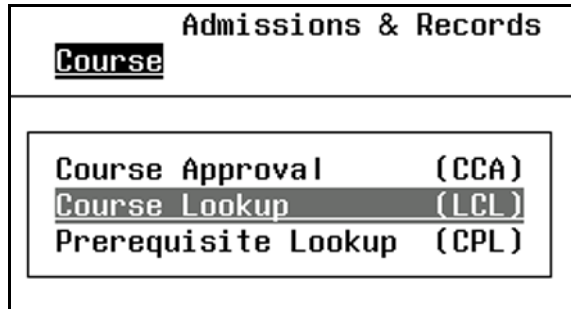
<b>COURSE TITLE</b>	The department and number of the course.
<b>DESCRIPTION</b>	The descriptive name of the course.
<b>SSN</b>	Student's social security number.
<b>STUDENT NAME</b>	Student's entire name in last name, first name, and middle initial format.
<b>ACTIVE</b>	Indicates if the approval is active with Y=yes or N=no.
<b>USER NAME</b>	The user who last entered or updated the section approval.
<b>DATE POSTED</b>	The date on which this data was last entered or updated.

**NOTE** If under **ACTIVE** there is a 'Y', that means the student has approval to register for the course. If under the **ACTIVE** there is a 'N', that means the student does not have approval to register for the class. Even if **ACTIVE**, the student still must meet the prerequisites for the course.

## B. Course Lookup

To lookup the details for a specific course:

Choose Course > Course Lookup



**TIP:** You can skip this step by typing LCL at the prompt and then pressing <ENTER>.

A message box will appear asking you to "Enter course title".

SRTERM01		Admissions & Records		Reports		Utilities		Quit	
Student	Section	Course	All Sections		FALL		2000		
Course Title: ENGL1A		Open Sections: 23		Wait Sections: 0					
Scheduled Sections									
Sect	Days	Hours	Instructor	Room	Units	Dates	Status		
01	0261	M	9:00a-11:00a	GARDNER C	1603	4.0	08/21-12/13	*RESTRICTED	
02		& W	9:00a-11:00a		1628				
03	0262	M	7:00a- 8:30a	JOHNSON D	1620	4.0	08/21-12/15	OPEN/	11
04		& W	7:00a- 8:00a		1628				
05		& W	8:00a- 8:30a		1620				
06		& F	7:00a- 8:00a						
07	0263	MTWTh	12:00p- 1:00p	GARDNER C	1610	4.0	08/21-12/14	OPEN/	5
08	0750	M	8:00a-10:00a	DE LA OSSA J	1610	4.0	08/21-12/13	RESTRICTED	
09		& W	8:00a- 9:00a		1628				
10		& W	9:00a-10:00a		1610				
11	0751	M	9:00a-11:00a	FOSTER CRAIG	1628	4.0	08/21-12/13	RESTRICTED	
12		& W	9:00a-11:00a		1603				
13	0752	M	10:00a-12:00p	DE LA OSSA J	1610	4.0	08/21-12/13	RESTRICTED	
Scheduled Sections									
Make a selection :									
First page									
		Down			Next Page			Return Select	Previous Action

*Course lookup*

**NOTE** By selecting the <SCHEDULE COMMENTS> button, you can view more details about the course.

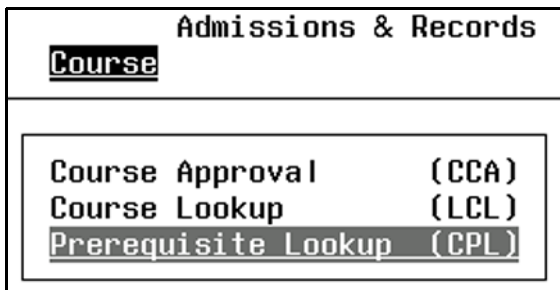
Below you will see an explanation of the fields in *Course Lookup*:

<b>COURSE TITLE</b>	The department and number of the course.
<b>DESCRIPTION</b>	Describes courses.
<b>OPEN SECTIONS</b>	The number of open sections.
<b>WAIT SECTIONS</b>	The number of wait sections.
<b>SECT</b>	Section number.
<b>DAYS</b>	The days(s) of the week a class meets in abbreviated form: M=Monday. T=Tuesday. W=Wednesday. TH=Thursday. F=Friday. S=Saturday. SUN=Sunday. DAILY=Monday through Friday. ALL=All seven days of the week. TBA=To be arranged. NONE=No days. DHR=Days and hours by arrangement.
<b>HOURS</b>	The time of day the class is in session.
<b>INSTRUCTOR</b>	The instructor's name in last name first initial format.
<b>ROOM</b>	The room where a class is held.
<b>UNITS</b>	The number of units for this section number.
<b>DATES</b>	The dates the class is in session. If blank, it is a full time class.
<b>STATUS</b>	The status of the class. Messages can include: "Open", with the number of seats available, "restricted", "cancelled", or "closed". If there is an asterisk before the class status, this means that the class may be taken for CR/NC.

## C. Prerequisite Lookup

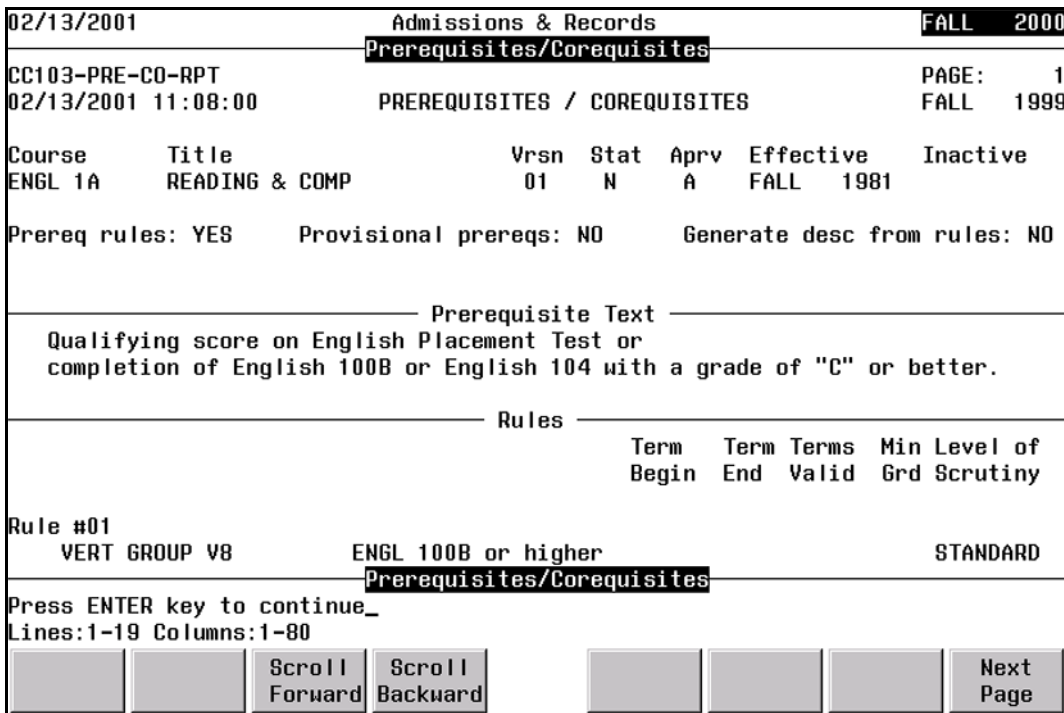
To look up the prerequisites/corequisites of a specific course:

Choose Course > Prerequisites.



**TIP:** You can skip this step by typing CPL at the prompt and then press <ENTER>.

A message box will appear asking you to : "Enter course title".



*Looking up a prerequisite*

Below you will see an explanation of the fields in *Prerequisite Lookup*:

<b>COURSE</b>	Version of course.
<b>TITLE</b>	The department and number of the course.
<b>VRSN</b>	Course version.
<b>STAT</b>	The status of the course in the curriculum system. N=new course C=change of an existing course, R=reinstated course, T=terminated course.
<b>APRV</b>	Approval status: A=approved, P=proposed, T=terminated, or F=fro- zen proposal.
<b>EFFECTIVE</b>	The term in which the version became effective.
<b>INACTIVE</b>	The term in which the course version is no longer able to be sched- uled.
<b>PREREQ RULES</b>	Prerequisite rules. YES=the course has prerequisite rules. NO=there are no prerequisite rules.
<b>PROVISIONAL PREREQS</b>	Provisional Prerequisites is a way of testing the validity of the course prerequisites. It allows into the class a certain number of students who have not met the prerequisites. Y=Yes, it is permitted to allow a certain number of students in to test the validity. N=No, it is not per- mitted to allow students in to test the validity.
<b>GENERATE DESC FROM RULES</b>	Generate Description from Rules. YES=the prerequisite description is generated from the prerequisite rules. NO=the prerequisite description is not generated from the prerequisite rules.
<b>PREREQUISITE TEXT</b>	Data-entered description of the prerequisites. For example: "Qualify- ing score on English Placement Test or completion of English 100B or English 104 with a grade of "C" or better."
<b>RULES</b>	The prerequisite rules for the course version.
<b>TERM BEGIN</b>	The first term that the course fulfills the prerequisite.
<b>TERM END</b>	The last term that the course fulfills the prerequisite.
<b>TERMS VALID</b>	If there is a number in this field then the prerequisite must be com- pleted within a certain number of terms prior to the term in which the student is enrolling.  There are three terms per year. The term count begins the first term after the term in which the prerequisite requirement was fulfilled.  Example: If the number in the field is '03', and the student completed the prerequisite course in Fall 1998, then the student may enroll in the target course through Fall 1999. After the Fall 1999 term, the Fall 1998 course completion no longer satisfies the prerequisite.
<b>MIN GRD</b>	Minimum Grade. Indicates the minimum grade which can be earned in a prerequisite course in order to satisfy the prerequisite require- ment. If blank, the grade value is understood to be 'C'.

**LEVEL OF  
SCRUTINY**

The level of scrutiny required when determining prerequisites.

STANDARD=standard prerequisites/co-rerequisites

SEQUENTIAL=sequential courses

COMM/COMP=communication or competency

SCORES=cut scores

PROGRAMS=programs

HLTH&SAFTY=health and safety

RECENCY=recency and readiness

LEGAL REQ=legal requirement

Insert  
Your College's  
Level of Scrutiny Codes  
Here