

CHAPTER
5

CREATE NEW COURSE - LIMITS ON ENROLLMENT

cur • ric • u • lum (ke-rik'ye-lem)

n.pl. cur • ric • u • la (-le) or cur • ric • u • lums

1. All the course of study offered by an educational institution.
2. A group of related courses, often in a special field of study; *the engineering curriculum*.

[Latin, *course*, from *currere*, *to run*.]

A. Limits on Enrollment

Function and Use: Typical courses that place limits on enrollment are performance classes (dance, theater, etc.,), honors courses, and blocks of courses or sections.

Your curriculum review committee and department faculty usually review and approve the limits on enrollment for a particular course.

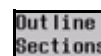
The text you enter in this section will appear in the course catalog and schedule.

Exercise A-1:

Step

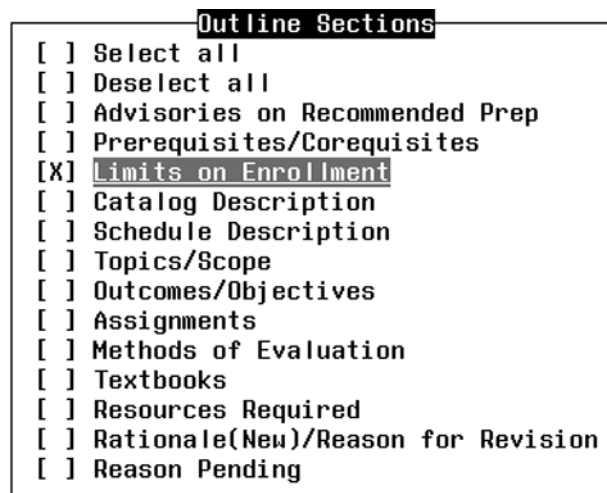
Illustration

1. Select the function key: <OUTLINE SECTIONS> after completing page one and two of the new course screens.



2. You may now begin working with the other sections of course information. You can have multiple areas checked.

We chose 'Limits on Enrollment' by tabbing to the menu branch and pressing <ENTER> on the keyboard.



```

Outline Sections
[ ] Select all
[ ] Deselect all
[ ] Advisories on Recommended Prep
[ ] Prerequisites/Corequisites
[X] Limits on Enrollment
[ ] Catalog Description
[ ] Schedule Description
[ ] Topics/Scope
[ ] Outcomes/Objectives
[ ] Assignments
[ ] Methods of Evaluation
[ ] Textbooks
[ ] Resources Required
[ ] Rationale(New)/Reason for Revision
[ ] Reason Pending
  
```

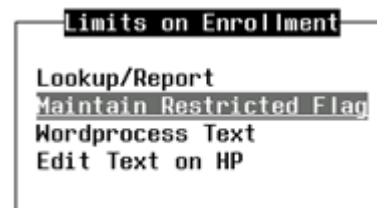
3. Press the <ACCEPT> function key to process your selection.



4. A submenu appears with four choices.

We chose 'Maintain Restricted Flag' and pressed <ENTER>.

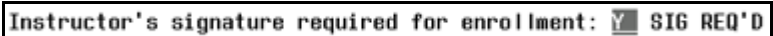

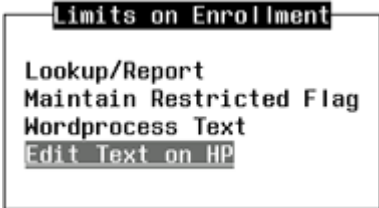
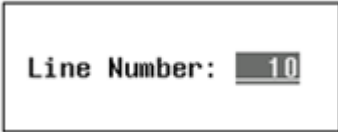
Note: If you have not identified your workstation, the choice: 'wordprocess text' will not be available.



```

Limits on Enrollment
Lookup/Report
Maintain Restricted Flag
Wordprocess Text
Edit Text on HP
  
```

Exercise A-1:

Step	Illustration
<p>5. A statement is displayed: "Instructor's signature required for enrollment." You may either complete this statement with 'Y'=yes, an instructor's signature is required, or 'N'=no, an instructor's signature is not required. *We chose Y=yes.</p>	
<p>6. Press the <ACCEPT> function key to process your selection.</p>	
<p>7. We now will enter in 'Limits on Enrollment' text. <TAB> to the 'Edit Text on HP' line and press <ENTER> to display the data entry screen.</p>	
<p>8. Press the <ACCEPT> function key to begin entering text on line number '10'.</p> <p>Note: If you wanted to enter text on a different line, this would be the field to enter in the field number.</p>	

*If you did not enter the 'Limits on Enrollment' text after requiring an instructor's signature for enrollment in the class, you would have seen the following error message:

Error

RESTRICTED-FLAG is set to 'Y'es (instructor's signature is required), but there is no text describing the limits on enrollment. Please correct either by creating the text or by setting the flag to 'N'o.

Figure 5.2 Restricted Flag Error Message

The same text will appear in the course outline under the heading: 'LIMITS ON ENROLLMENT':

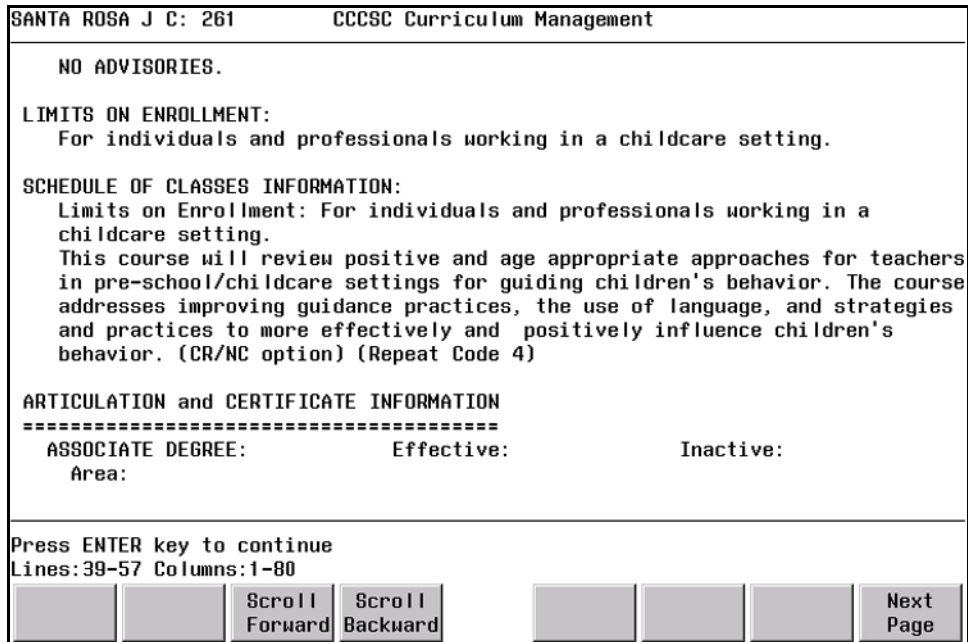


Figure 5.5 'Limits on Enrollment' as seen in the Course Outline

Note: Use the <SCROLL FORWARD> and <SCROLL BACKWARD> to view more of the report.

If your query has many pages and you want to exit out of the report, press the <CTRL> + 'Y' on your keyboard. This shortcut comes in handy when you are in a report that has multiple pages.