Booking (Registe	ring Students for Classes)
	Screen Shots
The Unive	ersity of Mississippi
	Documentation -4.7
	2/2011
SAP Support: 662.915.5222	SAP Web Site
E-Mail: sap@olemiss.edu	https://my.olemiss.edu/irj/portal
7 Maii: Sup @ Moliniss.edu	https://hty.ofeninss.edu/hj/portur
a sin hu sains to the Otudant File and	Lealesting the engineeric student
Begin by going to the Student File and	selecting the appropriate student.
	id Field
AP Easy Access	Menu Path: Student Lifecycle Management > Student File
SAP Easy Access SAP Easy Access SAP menu Coss-Application Components Coss-Application Components Coss-Application Components Accounting	Menu Path: Student Lifecycle Management >
SAP Easy Access SAP menu Coss-Application Components Coss-Application Components Accounting Accounting Human Resources	Menu Path: Student Lifecycle Management > Student File
SAP Easy Access SAP menu Coss-Application Components Coss-Application Components Coss-Application Components Accounting Accounting Accounting Coss-Application Lifecycle Management PloST00 - Student File	Menu Path: Student Lifecycle Management > Student File Or
SAP Easy Access SAP Easy Access SAP menu Coss-Application Components Coss-Application Components Coss-Application Components Coss-Application Components Accounting Accounting Accounting Coss-Application Components Sudent Lifecycle Management Student Lifecycle Management SBWP - SAP Business Workplace	Menu Path: Student Lifecycle Management > Student File Or Use Transaction Code (PIQST00) in
SAP Easy Access SAP menu Office Cross-Application Components Cost-Application Cost-Application Cost-A	Menu Path: Student Lifecycle Management > Student File Or Use Transaction Code (PIQST00) in
SAP Easy Access SAP menu Coss-Application Components Coss-Application Components Coss-Application Components Accounting Accounting Accounting Accounting Baccounting Baccount Lifecycle Management PIOST00 - Student File SBWP - SAP Business Workplace Category Mass Processing Functions	Menu Path: Student Lifecycle Management > Student File Or Use Transaction Code (PIQST00) in

Student File: Enter student number or use the drop-down box to find student number.

⊡ S <u>t</u> udent <u>E</u> dit	<u>G</u> oto <u>U</u> tilities <u>S</u> ettings S <u>y</u> stem <u>H</u> elp
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🕫 🗈 Stude	nt File
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Student number	1 <u>0031031</u> 🕑 🗋 🖉 🍫
🎲 Name	Jacker, Straight
Prncpl org.unit	SCHOOL OF ACCOUNTANCY: Oxford Campus
🖳 Status	Enter student number or use the
Admission	eneral Data 🖌 Maior/Minor/E 📑 🔍
	drop-down box to find student
New program	number.
🖉 Execute Admissi	
🖉 🍋 🖓	/ D C A 7 R 76 Z B B B B B
📄 Program Stat	us Acad. year Session name Start date End date Choice Stage Prog.class Pa
B Accy App	roved 2002-2003 Spring Semester 01/08/2003 05/09/2003 Freshman
	1

Program Content Icon: Left-click on **Program Content Icon** to book a student into a class (Register a student into a course).

Student Edit Goto	Program Content (Folder) – Booking icon.						
Student F	ile						
T 2 6 i i i i i i i i i i i i i i i i i i							
Student number	1 <u>0031031</u> 🕝 🗋 🖉 🍫						
😭 Name	Jacket, Straight						

Maintain Modules in Program: On the Booking dialog tab, Select appropriate Academic year and session, and program type. Object Manager should appear on your left. If Object Manager does not appear, select Settings > Show Object Manager (see below).

면 Program Overview Edit Goto View Set	ttings System Help
 Maintain Modules in Program Student Time Schedule Withdrawal from 	
Image: Second structure I	Booking Context Image: Student 10374492 Chickadee, Carolina Image: Student 10155261 B.A. in Liberal Studies Program of Study 10155261 B.A. in Liberal Studies Program Type 10 Undergraduate Booking Dialog Booking History Module Details Selection Period Acad. Year 2011 2010-2011 Start date 08/23/2010 End Date 12/11/2010
Hit list Name Code Relationship English Composition I Engl 101 English Composition II Engl 102 Intermediate Composition Engl 100	Acad. Session 10 Fail Semester Acad. Session 2 Modules No. 2 Credits 6.00000 Business Even Module Bkgs Module Bkgs M
Object Manager	

earch for Module (c	ourse) via i	vame:	Double lef	t-click of			
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💖 Ϋ Student Ti	Select V	/ia Nam	ie	wal fron			
		₹ 😒]				
Find by							
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• 聞 Via Name							
• 🛗 Via Organizational Structure							
• 🛗 Free search							
III (2) A 77, 2, 2 <i>6</i> ,							
Ĩ₽							
Hit list							
Name	Code	Relation	onship text	t Valic			
Theatre History I	Thea 321			01/0			

Search for Module (course) Via Name: Double left-click on Via Name.

Find Module:	Enter Course name	🔉 i 🗅 (ii	一部で	£ & I × 2 I	8
🖙 Find Module					
With name	Accy 201				
	Ē	1			
belongs to		3		10104766	TestStuden
				Undergraduate	
Find 🔀			lialog Boo	king history Mod	ule details

Select Module (Course): Double left-click on Module name.

<u> </u>	ettings S <u>y</u> stem <u>H</u> elp		
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🕲 🛯 Maintain Modules in Pro	ogram		
🚽 Student time schedule	awal from module		
Find by	Module name	10104766 TestStudent2, Undergraduate	Two
H Via Description		Booking history Module details S	election
	Period	Accy 201 Introduction to Acco	unting Pri
Name Code	Acad. Year Acad. Session	2002-2003 E 01/08/2003 Spring Semester E	
Introduction to Accounting Principles I Accy 20		Capacity Acad attributes Fee calcul	ation data

Business Event Package: The Business Event Package should now be on the right side of your screen. To view section information; left-click on arrow to the left of the section. Use scroll bar to view additional data.

	Section arrov		Meeting time	Campus Location	Instructor
	Business event pack	Name	Schedule	Location	Instruc
	🗢 🙅 Section 1	Section 1	X	×	
	🗪 Lecture	Lecture for Accy 201	MO WE FR 09:0	00-09:50 Oxford Campus	METREJE
	Section 2	Section 2			
	Course name	<u>iii</u>			
-		Single booking	Prebook 2	Selection	Scroll bar

Section Capacities: (For additional information on capacities, see page 16)

Optimum: Number of seats that can be booked by student over the web. **Maximum:** Department can book up to Maximum by using the override. **Booked:** The number of students booked into this section. **Number of spaces available:** Should be the Maximum minus booked.



Book Class: To select the class, highlight by left-clicking on Section # and then left-click on the 'Copy' icon. Green light = seats are still available.

Period]
Module	Accy 201	Introdu	uction to Account	ing Principles I		
Acad. Year	2002-2003	Ē	01/08/2003			
Acad. Session	Spring Seme	ester 📱				
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Description	Capacity A	Acad.attribute	es 🔓 Fee calculation	n data 🍟 Requirements		
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and corporation of accounting d		on of fin	ancial statements	; management's use		
or accounting a	aca.					
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32 11 20		-				·
Husiness event pad			Room	Start date	End date	
						-
				01/08/2003	05/09/2003	1 .
Section 1	LE	54	35 Conner Room 212		05/09/2003	
Section 1		54	35 Conner Room 212		05/09/2003	
Section 1	LE	54 54 19 54	35 Conner Room 212	01/08/2003	05/09/2003	
Section 1 COC Lecture Section 2	LE	54 54 19 54		01/08/2003	05/09/2003	
Bection 1 Copy Copy	LE	54 54 19 54	<u> </u>	01/08/2003 01/08/2003	05/09/2003	
Section 1 COC Lecture Section 2	L E Single	54 54 19 54 54 booking	n n n n n n n n n n n n n n n n n n n	01/08/2003 01/08/2003	05/09/2003	
Bection 1 Copy Copy	L E Single	54 54 19 54 54 booking	<u> </u>	01/08/2003 01/08/2003	05/09/2003	

Image: Section 37 40 40 40 Image: Section 37 40 40 1 Image: Section 37 1 2 1 1 Image: Section 37 1 2 1 1 Image: Section 37 1 2 1 1				
	Business event pa	ck Opt Ma Bo N Room	number reached	3 3 12/2003

Continue adding classes, when you are completed remember to save. Save after each booking.

Booking reason: Registration should be used by Departments and Deans Offices.

Save: Left-click on save icon.

F Mo		S Cre	dits 1.00		-> Bu	siness even	ts		
	Module			Event pac St	ta Boo	king Status	📧 Bookin		
	US 101	10154206	10312123 Sect	lon 1			07/14/2003	Registration	E 1.0
			Save <u>2</u>			Booki	ng reasc	on – Registra	ation <u>1</u>
	sate								

Booking was successfully saved: If booking was successful, an information message should appear. (see page12 for sample of errors).



Booking Status: Booked should now appear.

Modules 22 No. 1 22 Credits 1.00000
E B A 7 B A Ø Ø Ø Ø Ø ● Business events
📲 Module 📲 ID 🛠 ID 🛠 Event pac Sta Booking Status 📴 Bookin Bkg reason 🕦 🚺
US 101 10154206 10375940 SECTION 38 🔗 Booked 07/14/2003 Registration 🗈 1.6
6

Variable Hours Courses

If a course is set up for variable hours, you will not receive a message in SAP indicating the course can be variable hours. To book, select and copy just like any other course, then change the attempted hours.

Variable hours – Scroll to the right to attempted hours.

- Change attempted hours
- Save



Changing variable hours:

- If class has already been booked and the variable hours need to be changed, highlight line item and left-click on pencil.
- Change hours
- Save.

Auditing a Course

Auditing a course – Send all requests to change a grade scale to the Registrar's Office. Never change the Grade Scale!

Switching Sections

The student is booked in one section and wishes to change section. Example: Accy 201, Section 1 and wants to change to Section 2.

Program overview Edit Goto V	ew <u>S</u> ettings System <u>H</u> elp
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👦 🖻 Maintain Modules	in Program
🦻 🔿 Student time schedule 🐼	Withdrawal from module
Find by	G⊖ Student 10104746 Jacket, Straight Program type Undergraduate S
✓ See Module Via Description Via Organizational Structure	Program type Undergraduate E Booking dialog Booking history Module details Selection
	Period Acad. Year 2003-2004 E 08/18/2003 12/12/2003 Acad. Session Fall Semester E
Name Code Introduction to Acco Accy 201 Introduction to Acco Accy 202	Modules ∑ No. 1 ∑ Credits 3.00000 □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
Administrative Acco Accy 301 Financial Accounting I Accy 303 Financial Accounting II Accy 304 Cost Control Accy 309 Systeme Accy 309	Module D X Event pac Sta Booking Status D Occur Accy 281 10143825 10313156 Section 1 Image: Control of the section

Select the new section, just like there was no booking. Highlight Section 2 and left-click on copy._____

🛗 Via Organizational Structure			Booking dialog	Booking history / Module detai	Is Selection			
			Period					
	78 🖻 🖾		Module		to Accounting Principles	I		
			Acad. Year	2003-2004 🖹 08/18				
Name	Code		Acad. Session	Fall Semester 🗈 🖣 🕨	•			
Introduction to Acco	Accy 201							
	Accy 201	퉈	Description C	apacity 🖌 Acad.attributes 🖌 F	ee calculation data 🛛 🕌 Requir	ements		
	Accy 301	H						
Financial Accounting I	Accy 303	1 1		iples and procedures for p				
Financial Accounting II Accy 304			and corporations; preparation of financial statements; management's use of accounting data.					
Cost Control	Accy 309		of accounting data.					
Systems	Systems Accy 310							
Auditing	Accy 401							
Advanced Accounting	Accy 402		<u>c</u>					
Accounting Theory	Accy 404							
Income Taxes 1	Accy 405							
Governmental Acco	Accy 407	11 11	🛛 😤 Business event pack	Name	Schedule	Location I	L	
Independent Study	Accy 420		A Section 1	Section 1				
Oil and Gas Account	Accy 502		Section 2	Section 2				
Income Taxes II	Accy 509		Lecture	Lecture for Accy 201	MO WE FR 09:00-09:50	Oxford Campus	MCC	
	Accy 525							
Accountancy Proble	Accy 515	F		📙 Single booking 🔩	Prebook 🏾 🦢 Selecti	on		
			Copy to current selection	on				

Module booking was changed - this is an information message, make sure you SAVE.

Introduction to Acco Accy 202 🔍 Description Capacity Acad.attribute	s 📔 Fee calculation data 📔 Requirements
Administrative Acco Accy 301	
Financial Ac 🖙 Information 🛛 🛛 🛛	for proprietorships, partnerships
Financial Ac 👔 Module booking was changed	ncial statements; management's use
Cost Contro	
Systems	
Auditing	
Advanced A 🖌 🕜	
Accounting and a second s	
Income Taxes 1 Accy 405 🕏 🚖 🛍 🖾 🗟 🖽 🗉	

SAVE:

Administrative Acco	Accy 301				🛃 🔜		<u>7681</u>	-	Business even	ts			
Financial Accounting I	Accy 303			Module	ID 🔚	😤 ID				🔯 Bookin	Bkg reason		3
Financial Accounting II	Accy 304		Ace	y 201	10143825	10313157	Section 2	Ø	Booked	07/13/2003	3	面	3.6
Cost Control	Accy 309												
Systems	Accy 310												
Auditing	Accy 401												
Advanced Accounting	Accy 402						S	AV	=				
Accounting Theory	Accy 404								_				
Income Taxes 1	Accy 405												
Governmental Acco	Accy 407						/			T			
Independent Study	Accy 420												
Oil and Gas Account	Accy 502					-	1	1	1	1	1	•	
Income Taxes II	Accy 509												
Professional Report	Accy 525			Save									
Accountancy Proble	Accv 515	18	Save										

Overrides

Booking rules have been developed to help ensure that students are not allowed to register (book) for certain courses without permission from Academic Department, Deans, or Registrar. Overrides are a way to allow the appropriate user to register the student. Departments, Deans, Registrar should view these overrides as warning messages that they must make a decision on - do I book this student in this class or not? If you have access to override, what you are basically saying is – it is OK for this student to be in this class even if there is a time conflict, class is closed, etc.

Overrides: If you have a column with a gray 'x' then you have access to override this error. **This does not necessarily mean you should.** If you decide to override, green check.

Program Overview Edit Goto View Settings System Help	
🗭 🗈 Maintain Modules in Program	
🞾 🔁 Student Time Schedule 🐼 Withdrawal from Module	
Find by Student	10006082 Jacket, Straight
🗢 🏪 Course Module 💦 🚼 Program of Study	10155253 B.S. in Mathematics
Via Name Program Type	10 Undergraduate
C Module Booking:Message Log	
	₩0 Δ1 ■1 Selection
Tuno D. Othersun, Rubarsun Message Test	
CP0003 Module Booking (Single)	
CP0003 Thea 321 Enrollment in Thea 321 restricted to Theatre Maj	08/21/2006 End Date 12/09/2006
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Nan	
The New Input/Correction 🖆 VSR 🔞 🐼 🚹 🗶	
	🖓 🚱 🌑 🚽 🖨 Business Events
Module Bkgs	

Cancel override: Left-click the "New input/correction" icon. **NOTE:** The red x does not always cancel the booking, so use "New Input/Correction" icon.

Continue Booking: Left-click on the green check.

Message Log: If you override the error, enter a note so you will know why you decided this was the appropriate action. Notes are viewable from the 'Message Logs' icon in the main Student File screen.

<u>Program Overview</u> <u>E</u> dit <u>G</u> oto V <u>i</u> ew <u>S</u> etting	s S <u>v</u> stem <u>H</u> elp	
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🦅 🎦 Student Time Schedule 🖾 Withdrawal	from Module	
	Booking Context	
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🗢 🔚 Course Module	Eg Program of Study	10155253 B.S. in Mathematics
🛗 Via Name	Program Type	10 Undergraduate
	×	1
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		006-2007 Start date 08/21/2006 End Date 12/09/2006 Semester
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✓ ×		73 10311694 Section 1 🚭 BOOKING CAN 06/20/2006
		9

Booking was successfully saved: Make sure you receive the saved message.

Introduction to Acco Accy 202	·	
Administrative Acco Accy 301 🔲 🖪 🖻 🗗 🖓 🔂 🖬 🖉 🖉 🕞		
Financial At 🗁 Information 🖂	t pac	St
Financial Ac 👔 Bookings were successfully saved:	V 2	\$
Cost Contro	V 1	
Systems		
Auditing	4	
Advanced A 🖌 🍘		
Accounting and a second s	-	

Message Logs: To view the message log, left-click on Message log icon

Message Log will appear: Open by left-clicking on the arrows. You can see that ocarter1 was the individual who did the override.

View the override: To view what error that was overridden, double click on the paper on the message log





Booking Errors

Next Offering Do(es) not exist: The selected modules (courses) is not offered for the selected session.

Program overviewEditOtoView	ettings System <u>H</u> elp
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👦 🗈 Maintain Modules in Pr	ogram
🎾 🔿 Student time schedule 🐼 Withda	rawal from module
 Image: Constraint of the second seco	Student 10104746 Jacket, Straight Not offered for selected session Program type Undergraduate Image: Selected session Booking dialog Booking history Module details Selection
Image: Second state Image: Second state Image: Second state Name Image: Second state Image: Se	Period Law 400 Legal Aspcts/Telecomm Acad. Year 2002-2003 1/08/2003 Next offering Acad. Session Spring Semester Do(es) not exist
PROVOSTIVC ACADEMIC AFF# UNIVERSITY PROGRAMS SCHOOL OF ACCOUNTAN SCHOOL OF APPLIED SCII SCHOOL OF BUSINESS AE SCHOOL OF EDUCATION	Description Capacity Acad.attributes Fee calculation data Requirements

Prerequisite Module is not fulfilled: This error message indicates a prerequisite module (course) has not been fulfilled. If there is a green check with a pencil, you have access to override.

Override icon	Acad. Session Spring Semester 🗈 🗨	08/2003 05/09/2003
	図目 発目 🕒 🚯 🛛 🛃 🗉 🖽 🎯0 🗖 0 4 bgroup <mark>Message Text</mark>	20 ● 3 sevents status I
CP0003 Bu CP0003 Bu CP0003 Bu	s 271 Prerequisite Module Engl 102 for module Bus 2	
New entry/correction		

If you wish to cancel the Override icon, left-click on New entry/correction. The green check or the red x will override the error message.

If you believe it is appropriate to allow this student in the class; then press the green check. A box will appear that will allow you to enter any comments.

Technical error while determining time window for module booking. This error message is misleading. The student has a time window, but has an admission status of created not approved (admitted). You should not able to book a student unless she/he is admitted.

In the structure of	<u>U</u> tilities <u>S</u> ettings System <u>H</u> elp		
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🔊 🗈 Student Fi	ile		
1 2 5 5			
Student number	<u>18184741</u>		
🔂 Name	Admit, No		
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Cr Module booking:Mess	sage log 🛛 🖂 🖂 🖂		
~ • • • • • • • • • • • • • • • • • • •			
Type Group Subgrou	p Message Text LTxt		
CP0001	Module Booking (General)		
CP0001 Technical error while determining time window for module booking 🔞			
🖌 🕲 🍕 🖬 🗙			
BAE Elem Ed Creat	ed 2002-2003 Spring Semester 01/08/2003 05/09/2003 Freshman		

Technical error while determining time window for module booking. Same error message, this individual is only a prospect. This individual has not applied for admission – no application has been processed. You should not be able to book a student unless she/he is admitted.

EF Student Edit Goto Utilities Settings System Help
◎ ■ 4 目 6 6 8 日 出 出 2 2 2 3 3 0 0
Student File
Student number 19104759 Name Application, No F Module booking:Message log Image: Student number of the state
Program Application Status (Description) Acad. year (desc.) Session name Start date End date Prog. cho

Registration/re-registration is not available check the period: This individual is admitted for the Fall 2003 (Academic Year 2003-2004) and is trying to book for the Spring 02-03 (the semester before they are admitted.

m overview <u>E</u> d	it <u>G</u> oto	V <u>i</u> ew <u>S</u> et	ttings	System	<u>H</u> elp			
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Maintain M	lodule	s in Pro	gran	n				
Student time sch Student time sch Einer State St		Registrati		egistratior	i is not av	allable)		ster, Next
) Via Organizatio		e e		Period Acad. Ye Acad. Se		2002-2003 Spring Semester		tails Selection
						13		

Information Message - Module booking is not possible: If module booking is not possible, the system will take you to display mode (see below).

년 Stjudent <u>E</u> dit <u>G</u> oto <u>U</u> tilities <u>S</u> ettings System <u>H</u> elp								
🕫 🗈 Student File								
Student number <u>10104741</u>								
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Program Status Acad. year Session name Start date End date Choice Stage Prog.class F								
BAE Elem Ed Created 2002-2003 Spring Semester 01/08/2003 05/09/2003 Freshman								

Show Modules in Program: You will only be able to view.

	: System <u>H</u> elp								
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Show Modules in Program									
≫ 🔿 Student time schedule									
Image: Second structure Image: Second structure	Booking history Module	· '	it, No						
	Filter Acad. Year Acad. Session	 ■ 0170 ■ 	01/1800 12/31/9999 ▶						

Booking date and time are not within allowed time window: This individual has not been assigned a time window to register. The time window is located on the Student Master Data, Advising Data Tab. During Priority Registration, this error may occur if the individual is trying to book before their time window is open. More information on Priority Windows will be provided before October. For the Fall Semester (2003 - 2004), 0101 is the Time Window.

Student <u>E</u> dit <u>G</u> oto <u>U</u> tilities <u>S</u> ettings S <u>y</u> stem <u>H</u> elp						
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Student File						
Student number 10104741						
🖙 Module booking:Message log 🛛 🛛 🖂						
Type Group Subgroup Message Text LTxt						
CP0001 Module Booking (General)						
CP0001 Booking date and time are not within allowed time window 🔞						
Program Status Acad. year Session name Start date End date Choice Stage Prog.class						
BAE Elem Ed Approved 2002-2003 Spring Semester 01/08/2003 05/09/2003 Freshman						

Bursar Hold: Unable to Register – Bursar Hold – Contact the Bursar's Office. This type message will appear for any hold – Example, I used Bursar.

ē													
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Stu	Student number <u>10104742</u>												
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	Type Group Subgroup Message Text												
T	O CP0001 Module Booking (General)												
	CP0001 Unable to Register - Bursar Hold - Contact the Bursar's Office												
Ľ													
	B Prog	am	Status	Ac	ad. year	Session name	Start date	End date	Choice	Stage	Prog.class		
	BBA	Marketng	Approve	ed 20	02-2003	Spring Semester	01/08/2003	05/09/2003			Freshman		

Registration/re-registration is not available check the period. This individual has been admitted for Intersession but is trying to enroll for First Summer Term and did not register for intersession. If the individual books a intersession class, then they are OK to book for first summer, second, etc.

Edit <u>G</u> oto V <u>i</u> ew <u>S</u> ettings S <u>v</u> stem <u>H</u> elp								
Modules in Program								
schedule 🐼 Withdrawal from module								
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と Registration/re-registration is not available;								
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Code Acad. Session First Summer Term 🗈 🗨 🕨								
10/0110305A								
0MMUN10/0110325A								

Maximum capacity of Business event package Section 1 has already been reached. This errors means class is full.

Find by	😭 Student	10104766 Te	estStudent2, T	WO					
🗢 📲 Module	Program type	Undergraduate	Ē)						
🖙 Module booking:Message log	🗁 Module booking:Message log 🛛 🛛 🖂 🔤								
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Type Group Subgroup Message Text LTxt									
CP0003 Engl 101 Module Booking (Single)									
CP0003 Engl 101 Maximum capacity of Business event package Section 1 has already been reached 🔞									
Image: Section 1 has already been reached Image: Section 1 has already been reached									
Credits 3.00000									

Capacities

Room Capacity: Room Optimum will be the number of seats that the room will allow per Code. (Note: Actual number of chairs in the classroom may be different. The Optimum will be the room capacity (# of people) allowed by fire code. This is determined by square footage, # of doors, etc.

Note: Room capacity is considered master data, and only needs to be updated when physical changes have been made to the room. This data will be maintained by the Registrar's Office with the assistance of PPD.

Room Optimum: # of seats per Code

Room Maximum: 10% above Optimum (To allow department control for drop/adds). In a few cases, this number maybe a little higher than 10%.

Sections Capacity (SE & E):

Section Optimum: Stops students from booking over the Web. **Section Maximum:** Booking from Optimum to Maximum is controlled by Department, Deans and Registrar.

zchange_capacity: Allows department to control the section limits. Section Optimum stops booking over the web. Section Maximum stops Departments, Deans, and Registrar from booking.

Note: Section Maximum can not be set above Room Maximum.

Example:

A Department wishes to stop booking for section over the Web at 30 and control the
additional bookings up to 40 within their department.

	Optimum	Maximum						
Room	50	55 (10%)						
Section Capacity	30 (This will stop students from	40 (This will allow departments,						
(zchange_capacity)	register over the Web)	Deans, Registrar to book up to						
		40)						
Department now wisl	Department now wishes to book up to 50.							
Section Capacity	50 (This would allow students	50 (Max must be at least the						
(zchange_capacity)	to register over the Web)	same)						
OR								
Section Capacity	Leave at 30	50 (This would allow department						
(zchange_capacity)		to control bookings)						
Department now wishes to book up to 60								
Section Capacity	zchange_capacity will not allow user to change the maximum to 60							
(zchange_capacity)	since the room maximum is 55. User will receive an error							
	message. Opt could be changed to 50, and Max to 55 because of							
	room capacities.							