

## Setting up a Course Section for Block Registration

Before the Block Registration can be set up, each department participating in the Block must set up its own course section. As a participant in a Block you must make sure that your course section is set up correctly.

### Step 1: Verifying Block Course Section Data

1. On SIS screen 129, check/set the following information for your course:

- Activity Type (**SECTION ACTIVITY**)
- Maximum Enrollment (**MAX ENR**) - Must be the same for each participating course.
- Controlled Enrollment information (**CONT ENRL**) – Must be set for Link Sections of crosslisted courses
- N print flag (**PRT**)
- Footnotes (**STANDARD NOTES**)
- Course Title (**TITLE**)
- If course sections are linked (lecture-lab, lecture-recitation), make sure that the **SECT LINK** field has a number in it.
- For English Link Program only: **VRR AVL** field must be set to 'N'

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129 SCHEDULE MAINTENANCE                                TEST                                039
                                                    CALL #: 94797
SCREEN:          INST: NC  AU: GU    SID: 700880155    CRS: ENGL999 123  TERM: 039
                                                    CS SET-UP:
                FUNCTION:          A=ADD; D=DELETE          COLLEGE: AS
                SECTION ACTIVITY: LEC          COURSE LEVEL: U1
COMBND SECT STAT/SPONS: /          COURSE CAREER: UG  U*  P*
                1ST INSTR/SCHED NAME: ROWETT, KELLY          INSTR #1 ID: 700880155
                SESSION:          INSTR #1 NAME: ROWETT, KELLY

*-CREDIT HOURS-*  *-----REGISTRATION CONTROLS-----*
  MIN  CON  MAX  MIN  MAX  SEC  WAIT  CONT  COREQ1  SECT  CRS  STU  VRR
  03.0  F   00.0  ENR  ENR  CTL  LIST  ENRL  COREQ2  LINK  PRERQ  PGM  R  AVL
                45   B   N   Y
                N

*------PUBLISHED SCHEDULE CONTROLS-----*  *-----MISC-----*
                STANDARD NOTES          PRT  PRT  REV  CHG  REASONS          SPC  RPT  CRSE  EXAM
                #1  #2  #3          CRLST  PRERQ          CODE  #1  #2  #3          GRD  CRED  CONT  CODE
                N   X   Q   Z
                SUBTITLE CODE:          TITLE: TEST COURSE
                SITE:          TITLE2: REGISTRAR'S TEST COURSE
                NEXT ID:          DATE LAST MAINT: 04/26/04

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2. Check SIS screen 143 to make sure any appropriate restrictions are set.

### SIS Screen 143: Course Section Restrictions

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143 SECTION RESTRICTIONS/PRIORITIES          TEST
SCREEN: █  INST: NC  AU: GU  SID:          CRS: ENGL999 123  TERM: 039
ROLL FUNCTION:          PUBLIC SERVICE FLAG: Y          RESTR. FLAG: R
*----- CLASSIFICATION RESTRICTIONS -----*
INCL/EXCL: I  CLASSES: FR          OR
PREDICTED CUM HOURS: GREATER THAN OR EQUAL TO:          AND
LESS THAN OR EQUAL TO:
*----- COLLEGE/MAJOR RESTRICTIONS -----*
INCL/EXCL:  COLLEGES:          OR
MAJORS:
*----- SCHEDULING PRIORITIES -----*
CLASS PRIORITY:          OR
COLLEGE PRIORITY:          OR
MAJOR PRIORITY:
DELETE:          MAINT DATE: 06/18/04

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### Step 3: Special Instructions for including Crosslisted courses as part of a Block Registration

When one (or more) of the courses participating in a Block is a crosslisted course, do not try to have every section of each course participate in the Block. Instead, select a single section of the sponsor course in the crosslist, then set controlled enrollment on that section right away. This will prevent students from enrolling in the special Block section of the crosslisted course without permission.