

Setting up a Block Section for Block Registration

To set up a new Block Course, contact the Registrar's Office (Scheduling Section). Once the new Block Course has been set up by the Registrar, then you will be able to set up your block sections.

Before you set up Block Registration, make sure that all courses to be included in the Block are set up correctly. Each department participating in the Block must set up their own course sections before you can proceed. You must check each course participating in the Block to ensure that it has been set up correctly.

Step 1: Verifying Block Course Section Data

1. On SIS screen 129, check the following information for **each** course participating in the Block:

- 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
ENR  ENR  ENR  ENR  ENR  CTL  LIST  ENRL  COREQ2  LINK  PRERQ  PGM R  AVL
03.0  F   00.0  45  B   N   Y   N   N   N   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 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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3. If there are any problems, contact the course Department of Record for the course (found on SIS screen 125 – in the right hand column , **DEPT. OF RECORD:**) to have them update the course section entry.

Step 2: Creating the Control Course Section/Umbrella Course

Once you have checked that all courses to be included in the Block registration are set up correctly, you are ready to create the Control Course Section (for the Umbrella Block Course already set up by the Registrar's Office) on SIS Screens 129 & 145.

1. Go to SIS screen 129 to create the Control Course Section (the 'Umbrella Course' for the link).
 - Type the course abbreviation, number, and section number and the appropriate term on the action line then press enter to pull up the course data.
 - Enter an A for **FUNCTION**, then press enter.
 - Verify Activity Type (**SECTION ACTIVITY**) as **LEC**
 - Enter Enrollment (**MAX ENR**) - Must be the same for each participating course.
 - Controlled Enrollment information (**CONT ENRL**) – Must be set to 'Y' for sections of crosslisted courses participating in the Block.
 - Enter a 'B' in **SEC CTL** then press enter.

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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      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  ENR  MAX  ENR  CTL  WAIT  LIST  CONT  ENRL  COREQ1  SECT  CRS  STU  VRR
      03.0  F   00.0  ENR  ENR  ENR  ENR  LIST  LIST  ENRL  ENRL  COREQ2  LINK  PRERQ  PGM  R  AVL
                45   B   N   Y

*-----PUBLISHED SCHEDULE CONTROLS-----*  *-----MISC-----*
      STANDARD NOTES  PRT  PRT  REV  CHG REASONS  SPC  RPT  CRSE  EXAM
      PRT #1 #2 #3  CRLST PRERQ  CODE #1 #2 #3  GRD  CRED  CONT  CODE
                X  Q  Z

                SUBTITLE CODE:      TITLE: TEST
                SITE:      TITLE2: REGISTRAR'S TEST COURSE
                NEXT ID:      DATE LAST MAINT: 04/26/04

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- On SIS Screen 145, enter the Subject, Number and Section of each course included in the block under the **CRS SECTION** type. Press enter to submit.

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145 BLOCK REGISTRATION SECTIONS                                ENGL12/BIOL11 LINK/BLOCK
SCREEN:  █          INST: NC  AU: GU  SID:          CRS: ENGLLNKB002  TERM: 032

CRS SECTION          TITLE                                CRS SECTION          TITLE
BIOL-011 -004 PRINCIPLES OF BIOL
BIOL-011L-417 INTRO BIOLOGY LAB
ENGL-012B-002 ENG COMP & RHETORIC

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

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.