Approval Code Creation

To better administrate the creation of approval codes, we have made a few changes to how the requested number of approval codes are handled during the proof process. These changes will go into effect for Winter 2010.

NEW PROCEDURES - During the Proof Process

1. Courses that requested zero approval codes for the "last like quarter" (for Winter 2010, the last like quarter would be Winter 2009) will initially show for zero approval codes. This number can be increased during the proof process.

2. Courses that requested one or more approval codes for the last like quarter will automatically request for five approval codes.

3. Courses coded as "D" or "I" will be auto filled with the request for the max enrollment from the last like quarter.

4. Whenever you add a course, during all three proofs and though the end of the quarter, the requested approval codes will be auto filled with five approval codes, unless otherwise specified.

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CR25P003                                    UCSB OFFICE OF THE REGISTRAR                        PAGE:    9
02/04/03  16:23                                F03 - 2ND SCHEDULE PROOF

DEPT: Anthropology


                         SEE COVER SHEET FOR DEPT. DEFAULT CAMPUS LOCATION PREFERENCES


   ENR            GRD    PNP LEV      F         TYPE      F02    F02   CLS N NO                                    APPR
   CODE  SECT SEC OPT IP EXC LIM EIF T SYM     INST MAX ENROLL THIRD  FLG P WKS DAYS     TIME     BLDG ROOM INSTRUCTOR  CODE
--------------------------------------------------------------------------------------------------------------------------
ANTH   194                      F  N I                              10 Units: 1 -  8           FLD TRNG ARCH
                                                                       DELAYED SECTIONING: I
      Instructor approval required prior to registration

 00745  0100                                    FLD   5    0                                                        15
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This is the number of requested approval codes as it appears on each proof. This number will be auto filled based on the rules above, effective Winter 2010. You can increase or decrease this number during the proof process, but keep in mind the number of approval codes allowed (please see the following pages).

Also included in this document are explanations of how approval codes are created/printed at different parts during the quarter.

Approval Code Creation

During Pass 1 and 2

Due to academic policy, each course is allowed approval codes up to 20% of the max capacity of the room assigned during the 1st and 2nd pass. Note that the max enrollment does not factor into this equation;

	Max Enrollment	Max Capacity of Room	Approval Codes Requested	20% of the Max Capacity (max number of codes that can be created prior to Pass Three)	Number of Approval Codes Created/Printed During Pass 1 and 2
HIST 115X 0100	90	100	25	20	20
ANTH 125 0100	42	48	5	9	5*

*You will receive the amount of approval codes requested, or 20% of the max capacity of the room – which ever is less.

For courses with secondaries, this 20% will be based off the max capacity of the classroom assigned to the lecture. This number will then be distributed evenly across all sections;

	Max Enrollment	Max Capacity of Room	Approval Codes Requested	20% of the Max Capacity	Number of Approval Codes Created During Pass 1 and 2
CH ST 1A 0100	100	150	n/a	30	n/a
CH ST 1A 0101	25	26	15	n/a	8
CH ST 1A 0102	25	26	15	n/a	8
CH ST 1A 0103	25	42	15	n/a	7
CH ST 1A 0104	25	30	15	n/a	7

During pass one and two, STAR will prevent any approval codes being generated beyond the 20% of the max capacity of the assigned room. If all created approval codes are used, **you will not be able to generate any others** until pass three begins. Because this is based on policy, additional codes cannot be generated by academic departments or the Registrar.

The exceptions to rules above are any courses that are coded as "D – Departmental approval required prior to registration" or "I – Instructor approval required prior to registration". These courses will receive approval codes up to 110% of the max capacity of their assigned room (See the following section for further explanation).

Approval Code Creation

During Pass 3

Once pass three begins, STAR will allow approval codes to be generated based on the following equation:

# of approval codes allowed = 110% of the Assigned Room's Max Capacity - (# Registered Students + # Exiting Un-used Approval Codes)

Example of primaries without required secondaries;

	Max Capacity of Room	110% of Assigned Room's Max Capacity	# of Registered Students	# of Un-used Approval Codes	# of Registered Students PLUS # of Un-used Approval Codes	# of Additional Approval Codes Allowed
SOC 118L 0100	132	145	124	3	127	18
GEOG 148 0100	70	77	68	12	80	-10*
FR 151D 0100	26	28	20	8	28	0*

* If the number of registered students plus the number of un-used approval codes is greater or equal to 110% of the assigned room's max capacity, additional approval codes will not be created.

Example of a primary with required secondaries:

	Max Capacity of Room	110% of Assigned Room's Max Capacity	# of Registered Students	# of Un-used Approval Codes	# of Registered Students PLUS # of Un-used Approval Codes	# of Additional Approval Codes Allowed
ECON 134 0100	80	88	79	n/a	93 (total of both sections below)	-5
ECON 134 0101	n/a*	n/a*	40	8	48	
ECON 134 0102	n/a*	n/a*	39	6	45	

* The max capacities of the rooms that secondaries are assigned to are not factored into this equation. You will need to add the number of students registered in all sections and the number of unused approval codes in all sections together, and then see if this number is smaller or larger than 110% of the max capacity of the room assigned to the lecture.

Please note – Although departments will be able to create approval codes 10% beyond a room's max capacity, **this does not mean that a course should be over enrolled by 10%**. The max capacity for every classroom is assigned by the Fire Marshall, and student enrollments are not expected to exceed the official max capacity of any given classroom. It is up to the department and instructor to ensure that a course's enrollment does not exceed the capacity of the assigned classroom.