

Registration in Coop/Internship course(s) occurs when the student accepts a position with an organization. The completed work term record will result in the student being registered into the appropriate course(s) by Career Services and the appropriate tuition fees will be payable to the Registrar's Office. Each four-month Coop/Internship work term is registered as a Coop/Internship course. Coop/Internship courses are in addition to the normal requirements for a degree program.

There are three steps to complete this process:

1. Create a Coop Course Block Enroll
2. Block Enroll Merge
3. Confirm Student Enrolment in Class Roster

Create a Coop Course Block Enroll:

1. Click the **Records and Enrollment** link.

[Records and Enrollment](#)

2. Click the **COOP/Internship Management** link.

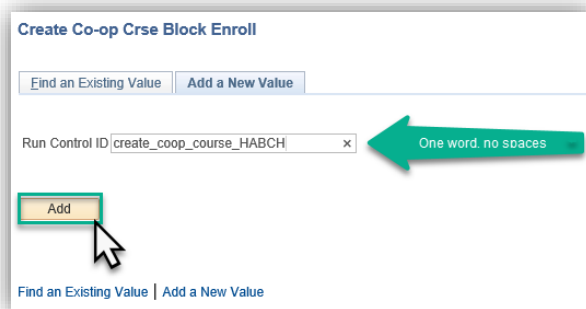
[COOP/Internship Management](#)

3. **Note:** To investigate how the block is created or where it originates, consult the job aid and online learning on the Student and Enrolment Services website: *Add and Maintain Coop/Internship Programs*. Click the **Create Co-op Crse Block Enroll** link.

[Create Co-op Crse Block Enroll](#)

4. The first time running a batch process for Coop Course Block Enroll, you must add a new value. However, if you have previously created a run control ID click **Search**. For this example click **Add a New Value** to learn the entire process. Click the **Add a New Value** tab.

5. Enter a generic description for the run control that can be used again. **CAUTION:** Run controls cannot be removed; however, the values can be changed every time it is run. **Note:** It must be one word and no spaces. **Tip:** Use underscores to join multiple words. Click the **Add** button.



Create Co-op Crse Block Enroll

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID x **One word, no spaces**

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

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- Click the **Look up Academic Career** button. **Tip:** You can look up the academic career or enter it directly (e.g. UGRD). Click the **UGRD** link.
UGRD
- Click the **Look up Term** button (e.g. 2187 Fall 2018). Click the **2187** link. Tip: You can look up the term or enter it directly (e.g. 2187).
- Click the **Look up Program** button. You can scroll through the programs or enter the first letter of the program and press **Look Up**. For this example, enter H for Haskayne. Click the **Look Up** button.
Look Up
- Results displays will include all programs beginning with the letter H. Click the **HABCH** link.

Look Up Program

Search by: Academic Program begins with H

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-5 of 5 Last

Academic Program	Description	Short Description	Academic Group
HA2PG	Haskayne Schl of Business Bach	HABCH	HA
HABCH	Haskayne Schl of Business Bach	HABCH	HA
HAEXG	Haskayne School of Business	HAEXG	HA
HU2PG	Humanities Bachelor	HUBCH	HU
HUBCH	Humanities Bachelor	HUBCH	HU

10. It is optional to enter Plan and Student ID if running for a specific population or student. Click the **Run** button.



Student Block Enrollment List

Run Control ID: create_coop_course_HABCH Report Manager Process Monitor **Run**

Required Filtering Criteria

*Institution: University of Calgary

*Academic Career: Undergraduate Programs

*Term: Fall 2018

Optional Filtering Criteria

Program: Haskayne Schl of Business Bach

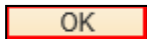
Plan:

2nd Plan:

Student ID:

Optional

11. It is not necessary to make any changes on Process Scheduler Request. Click the **OK** button.



12. A Process Instance will be created indicated by the displayed number. To monitor the process click on the Process Monitor. Click the **Process Monitor** link.



13. The Process List will display the Run Status (Queued, Processing and Success). Click the **Refresh** button.



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14. Click the Refresh button to refresh the Run Status of the process until it indicates Success/Posted. Click the **Details** link.

Process List | Server List

View Process Request For

User ID Type Last 1 Days Refresh

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All | First 1-2 of 2 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	11386575		Application Engine	UCSRB009		2019/08/27 2:04:28PM MDT	Success	Posted	Details

Go back to Create Co-op Crse Block Enroll

Save Notify

Process List | Server List

15. On Process Detail, click the **View Log/Trace** link at the bottom of the page.

Process Detail

Process

Instance 11386575 Type Application Engine

Name UCSRB009 Description Create Co-op Crse Block Enroll

Run Status Success Distribution Status Posted

Run Update Process

Run Control ID create_coop_course_HABCH

Location Server

Server PSUNX

Recurrence

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content

Restart Request

Date/Time Actions

Request Created On 2019/08/27 2:04:46PM MDT Parameters Transfer

Run Anytime After 2019/08/27 2:04:28PM MDT Message Log View Locks

Began Process At 2019/08/27 2:04:59PM MDT Batch Timings

Ended Process At 2019/08/27 2:05:14PM MDT View Log/Trace

OK Cancel

16. On View Log/Trace the File List will include **Students_Not_Enrolled.csv**. This name will not change. Click the **Students_Not_Enrolled .csv** link.

[Students Not Enrolled.csv](#)

View Log/Trace

Report

Report ID	6449229	Process Instance	11386575	Message Log
Name	UCSRB009	Process Type	Application Engine	
Run Status	Success			

Create Co-op Crse Block Enroll

Distribution Details

Distribution Node	PSREPORTS	Expiration Date	2019/10/11
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File List		
Name	File Size (bytes)	Datetime Created
AE_UCSRB009_11386575.stdout	1,098	2019/08/27 2:05:14.918555PM MDT
Students_Not_Enrolled.csv	655	2019/08/27 2:05:14.918555PM MDT

Distribute To

Distribution ID Type	*Distribution ID
User	<input type="text"/>

17. You will be prompted to Open, Save and Save As the .csv file. Click the **Open** button.

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- The excel file lists the students that have not been entered into the Coop program(s). Note the Request ID created. Copy this number for the next step. Also, make a note of the Catalog Number (Catalog Nbr) e.g. 523.02 in order to view the Class Roster in the final step. Save the excel spreadsheet for reference after registration is run.

Students are displayed for the following reasons:

Class Not Scheduled:

Student has a coop/internship record, but have no associated job or course attached to an expected work term.

Negative Service Indicator:

There is a hold on the students account, see the indicator on the students account for an explanation.

Faculty Academic Misconduct (FAM) Service Indicator:

There is a FAM indicator on the student's account that will not allow the student to be block registered and therefore they have to be manually added to the course.

Note: For FOIP reasons the names are scrambled.

Student ID	Name	Program	Plan	Subject	Catalog Nbr	Start Term	Reason
10173924	Mahdere J Green	HABCH	ACCT-MAJ	COOP		2173	Class not Scheduled
30020033	Leela Y McKenzie	HABCH	ACCT-MAJ	COOP	523.01	2181	Negative Service Indicator
30000666	Owen Himelfarb	HABCH	FNCE-MAJ	COOP		2181	Class not Scheduled
30016785	Mary L Linder	HABCH	ACCT-MAJ	COOP	523.02	2181	Negative Service Indicator
10170402	Sayuty J Large	HABCH	SCMA-MAJ	COOP	523.02	2181	Negative Service Indicator
10154175	Luke F Brumec	HABCH	MKTG-MAJ	COOP	523.02	2181	Negative Service Indicator

Request ID Created : 0010447296

Total Rows Inserted: 1

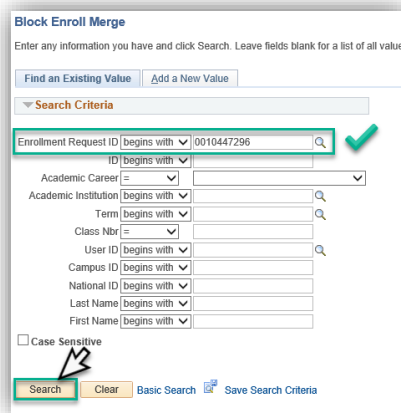
----- End of File -----

Block Enroll Merge:

- Click the [Records and Enrollment](#) link.



2. Click the **Enroll Students** link.
Enroll Students
3. Click the **Block Enrollment** link.
Block Enrollment
4. Click the **Block Enroll Merge** link.
Block Enroll Merge
5. Enter the Enrollment Request ID obtained from the Excel (.csv) file. Click the **Search** button.
Search



Block Enroll Merge

Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value | Add a New Value

Search Criteria

Enrollment Request ID (begins with) 0010447296 ✓

ID (begins with)

Academic Career =

Academic Institution (begins with)

Term (begins with)

Class Nbr =

User ID (begins with)

Campus ID (begins with)

National ID (begins with)

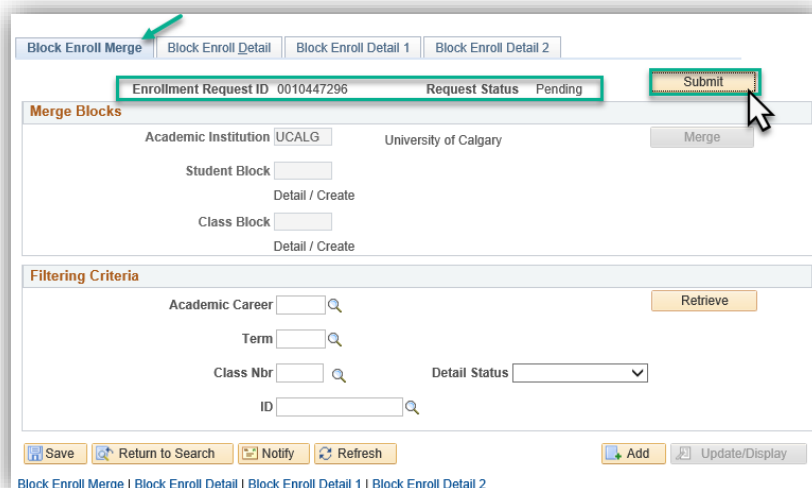
Last Name (begins with)

First Name (begins with)

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

6. On Block Enroll Merge, the Enrollment Request ID (e.g. 0010447296) and Request Status (Pending) display. Click the **Submit** button.
Submit



Block Enroll Merge | Block Enroll Detail | Block Enroll Detail 1 | Block Enroll Detail 2

Enrollment Request ID 0010447296 | Request Status Pending | **Submit**

Merge Blocks

Academic Institution UCALG | University of Calgary | Merge

Student Block | Detail / Create

Class Block | Detail / Create

Filtering Criteria

Academic Career | Retrieve

Term |

Class Nbr | Detail Status

ID |

Save | Return to Search | Notify | Refresh | Add | Update/Display

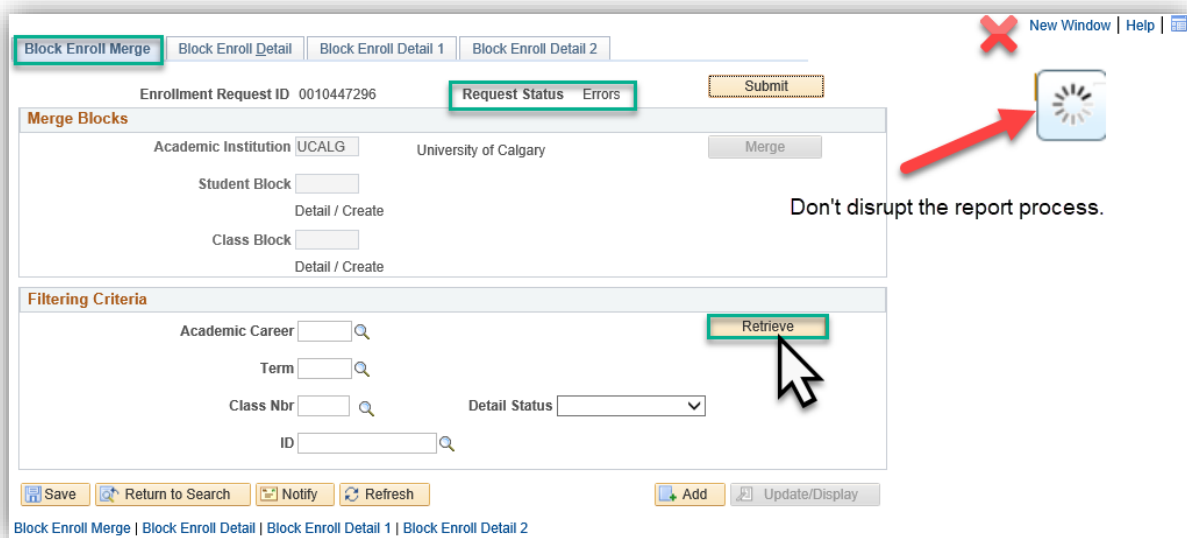
Block Enroll Merge | Block Enroll Detail | Block Enroll Detail 1 | Block Enroll Detail 2

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7. Once the request has been processed (submitted), click the retrieve button to view any potential errors. Note the status indicates Errors. **Caution:** Do not press any buttons or leave the window while the report is processing (spinning icon) or errors may occur. Click the **Retrieve** button.

Retrieve



Block Enroll Merge | Block Enroll Detail | Block Enroll Detail 1 | Block Enroll Detail 2

Enrollment Request ID 0010447296 Request Status Errors Submit

Merge Blocks

Academic Institution UCALG University of Calgary Merge

Student Block Detail / Create

Class Block Detail / Create

Filtering Criteria

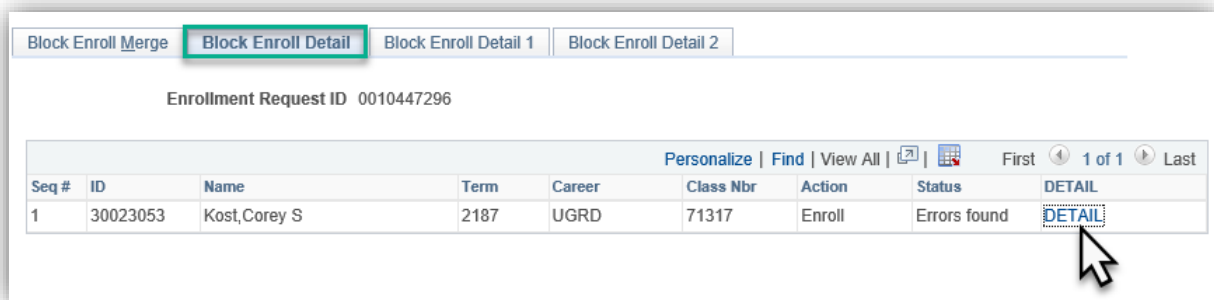
Academic Career Term Class Nbr ID Detail Status

Retrieve

Save Return to Search Notify Refresh Add Update/Display

Block Enroll Merge | Block Enroll Detail | Block Enroll Detail 1 | Block Enroll Detail 2

8. If there is a particular student(s) in error they will display (e.g. Corey S. Kost). Investigate the errors by clicking on the details link. Click the **DETAIL** link.



Block Enroll Merge | Block Enroll Detail | Block Enroll Detail 1 | Block Enroll Detail 2

Enrollment Request ID 0010447296

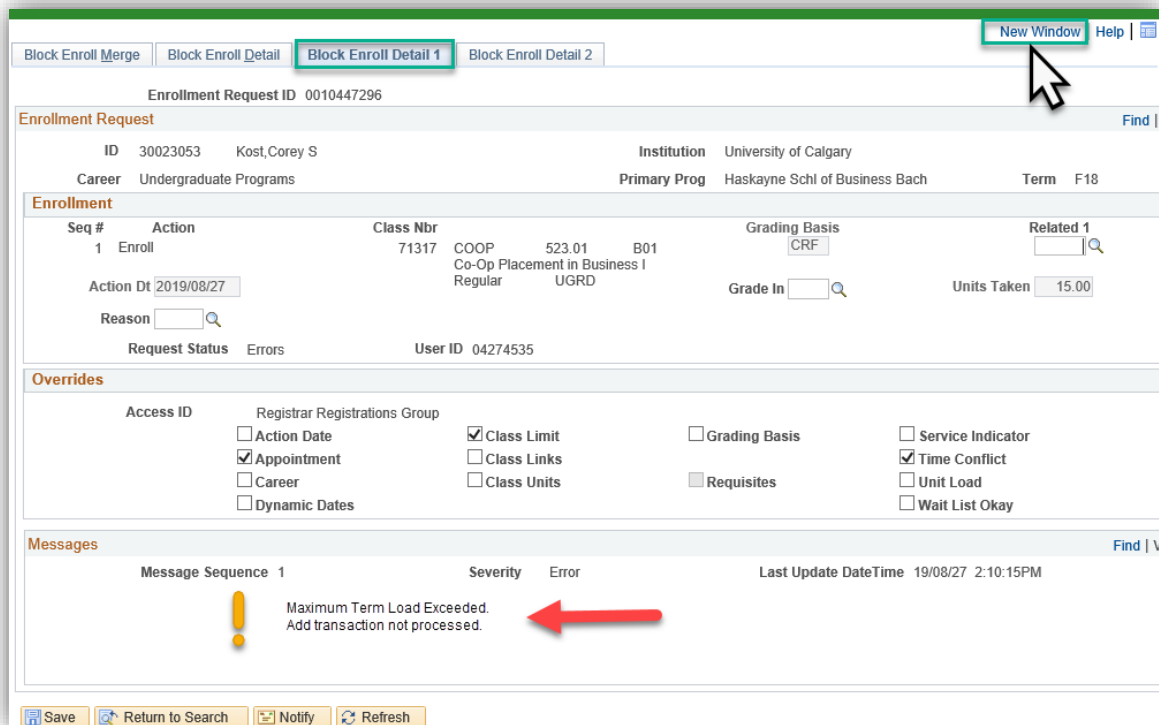
Seq #	ID	Name	Term	Career	Class Nbr	Action	Status	DETAIL
1	30023053	Kost, Corey S	2187	UGRD	71317	Enroll	Errors found	DETAIL

- Note the error(s) indicated are outlined in the messages field. Faculties should have a process external to PeopleSoft for following up with the students who cannot be registered due to an Error, a Negative Service Indicator or Class Not Schedule notation from the .csv file.

The next steps will be to navigate to the Class Roster to confirm their registration. Use the New Window feature if desired. Opening a new window will keep this this page for future reference if required.

Click the **New Window** link.

New Window



Block Enroll Merge | Block Enroll Detail | **Block Enroll Detail 1** | Block Enroll Detail 2 | **New Window** | Help |

Enrollment Request ID 0010447296

Enrollment Request

ID 30023053 Kost, Corey S Institution University of Calgary
 Career Undergraduate Programs Primary Prog Haskayne Schl of Business Bach Term F18

Enrollment

Seq #	Action	Class Nbr	Grading Basis	Related 1
1	Enroll	71317	CRF	

Action Dt 2019/08/27
 Reason
 Request Status Errors User ID 04274535

Overrides

Access ID Registrar Registrations Group

Action Date Class Limit Grading Basis Service Indicator
 Appointment Class Links Time Conflict
 Career Class Units Requisites Unit Load
 Dynamic Dates Wait List Okay

Messages

Message Sequence	Severity	Last Update DateTime
1	Error	19/08/27 2:10:15PM

Maximum Term Load Exceeded.
 Add transaction not processed.

Save | Return to Search | Notify | Refresh

Confirm Student Enrolment in Class Roster:

- Navigate to **Home** or to **Curriculum Management > Class Roster**. Click the **Home** link.

Home

- Click the **Curriculum Management** link.

Curriculum Managemen

- Click the **Class Roster** link.

Class Roster

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4. Click the **Class Roster** link.

Class Roste

5. On Class Roster enter the applicable values for the class roster (e.g. Term 2187) and Catalog number (e.g. Catalg Nbr 523.02) obtained from the Excel file (.csv) in the previous step. Click the **Search** button.

Class Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution begins with

Term begins with

Subject Area begins with

Catalog Nbr begins with

Class Nbr =

Class Section begins with

Session =

Course ID begins with

Course Offering Nbr =

Search **Clear** **Basic Search** **Save Search Criteria**

6. Displayed is the Class Roster for Coop 523.02 for the Fall Term 2018. Scroll down to view the class roster.

Class Roster

Fall 2018 | Regular Academic | University of Calgary | Undergraduate Programs

COOP 523.02 - B01 (71318)
Co-Op Placement in Business II (Laboratory)

Days and Times	Room	Instructor	Dates
TBA	TBA		2018/09/06 - 2018/12/07

*Enrollment Status

45

7. Note Luke F. Brumec is now on this class roster as per the Excel (.csv) file. Scroll down to investigate if the other students from the Excel (.csv) file have been included on the class roster.

8	10154175	Brumec,Luke F	Brumec	Luke	CR / F	15.00	Haskayne Schl of Business Bach - Marketing/Bachelor of Commerce/Co-operative Education Program	HABCH	BCOMM-DEG	MKTG-MAJ	HA	Year 4	B
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For the corresponding online learning, consult the Student and Enrolment Services (PeopleSoft) website.

End of Procedure.