

SAS Special Permission Numbers

Congratulations on your selection of SAS Special Permission Numbers to handle all of your special permission number-handling needs.

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New in SAS-SPN Version 2.0

Despite a new major version number, SAS-SPN v2.0 is essentially the same as v1.8. The big difference is that SAS is upgrading its infrastructure and moving to a new server with a more modern version of the programming language that runs SPN, requiring changes to the application that make it no longer compatible with the old server.

The only noticeable change should be when generating large spreadsheets. The utility that generated the .XLS spreadsheets in SAS-SPN v1.x is not compatible with the new server environment, so a different one had to be used. This new utility generates modern .XLSX spreadsheets that look and function exactly the same as those the old one produced. However, the new utility uses much more of the server's memory to perform its task, and if the amount of data to be exported is sufficiently large, it will exceed the memory limit and the operation will fail.

To solve this problem, a second new spreadsheet utility was employed. This one works in such a way that it will not exceed the server's memory limit: It outputs the spreadsheet to the browser as it is being created, whereas the first utility stores the spreadsheet in memory as it is being created and then outputs it to the browser all at once at the. The tradeoff for this second utility is that the available formatting options are extremely limited: it is only capable of styling fonts, cell alignment, and text wrapping.

SAS-SPN will take a hybrid approach. When generating spreadsheets, it will switch to the streamlined utility only when the number of cells to be exported exceeds a certain threshold. Thus, if the exported spreadsheet does not have the expected formatting, this is the reason why. Unfortunately, a more elegant solution is currently not available.

The full Change Log is on page 41.

Setup

At the beginning of each semester, you will need to prepare the system for use:

1. Add a new semester.
2. Set the dates when the system opens and closes to students, and whether the round(s) will be fixed or open-ended.
3. Select the courses and sections the students can request.

Add a new semester

Semesters are added to the system automatically when Special Permission Numbers are imported from the registrar.

To add a new semester manually, go to Admin > Semesters. A list of semesters already in the system will be displayed. Select the semester and year, and click **Add**.

Defining Rounds

Rounds are listed under the Admin menu. To add a round, click **Add a Round**.

The Open and Close date and time control when the system will be open to students. If a student logs in before the open time or after the close time (and not between the open and close time for another round), the system will display a message that requests are not open right now, and the menu option to go to the request form will not be displayed. Those options will become available automatically at the open time and unavailable automatically at the close time.

The Notification date is optional. It is displayed in a help message to students to indicate when they should expect to be notified of the outcome of their request. It is also displayed to reviewers as a reminder of by which date they should complete their reviews. Unlike the Open and Close dates, the Notification date does not have any effect on the operation of the system.

There are two round types:

- **Fixed:** Select this option to have separate periods for submitting requests and for reviewing them. All students are notified at the same time whether their requests were granted or denied. (This is analogous to the Rounds Model that existed through v1.5.)
- **Open-Ended:** Select this option to be able to review requests while they are still coming in. Notifications can be sent out multiple times. (This is analogous to the Rolling Model that existed through v1.5.)

The screenshot shows the 'Add a Round' form. The 'Semester' dropdown is set to 'Spring 2019'. The 'Round Number' is '1'. The 'Open Date', 'Open Time', 'Close Date', and 'Close Time' fields are empty. The 'Notification Date' field is empty. The 'Round Type' section has two radio buttons: 'Fixed [Requests are reviewed after the system stops accepting new requests; all students are notified at the same time]' and 'Open-ended [Requests are reviewed while the system accepts new requests]'. The 'Active' checkbox is checked. There are 'Save' and 'Cancel' buttons at the bottom.

The Active box should remain checked. Uncheck it only to effectively delete the round. It is not necessary to check and uncheck the Active box to control when students can access the system; use the open and close times for that.

Regardless of the round type, an individual request may be granted at any time.

Select Courses

Select Admin > Courses > Import Courses. If necessary, the semester can be changed using the drop-down on the right side of the navigation menu; only semesters that have at least one round defined will be listed.

This will display a list of all the courses offered at Rutgers during the current semester that match your department's subject codes. (The subject codes the system uses can be changed in System Settings). The list is not restricted to Unit Code 01, so graduate courses will be listed along with Newark and Camden courses.

The list will contain the course code (unit code, subject code, course number), the course title and the number of credits, the number of sections, and a column called Active consisting of a checkbox in each row. The checkbox controls whether the course will be listed.

Home Courses Students Admin Help Viewing Semester: **Fall 2018**

Admin > Courses > Import Courses for Fall 2018

Import Courses for Fall 2018

Show **15** entries Search:

Showing 1 to 15 of 140 entries First Previous 1 2 3 4 5 Next Last

Course Code	Course Title	# Sections	Active
01:640:001	COMPUTATIONAL SKILLS (1.5)	2	<input type="checkbox"/>
01:640:005	NEEDS PLACEMENT TEST (3)	1	<input type="checkbox"/>
01:640:011	PRECALC PT 1 WKSHOP (2)	1	<input type="checkbox"/>
01:640:012	PRECALC PT 2 WKSHOP (2)	1	<input type="checkbox"/>
01:640:025	ELEMENTARY ALGEBRA (3)	9	<input type="checkbox"/>
01:640:026	INTERMEDIATE ALGEBRA (3)	11	<input type="checkbox"/>
01:640:103	TOPICS MATH LIB ARTS (3)	8	<input type="checkbox"/>
01:640:104	INTRO TO PROBABILITY (3)	3	<input type="checkbox"/>
01:640:106	MATHEMATICS OF MONEY (3)	6	<input type="checkbox"/>
01:640:107	NUMBER&OPER FOR K-8 (3)	2	<input type="checkbox"/>
01:640:111	PRECALC PART 1 (2)	17	<input type="checkbox"/>
01:640:112	PRECALC PART 2 (2)	9	<input type="checkbox"/>
01:640:115	PRECALC COLLEGE MATH (4)	24	<input type="checkbox"/>
01:640:135	CALCULUS I (4)	78	<input type="checkbox"/>
01:640:136	CALCULUS II (4)	6	<input type="checkbox"/>

Showing 1 to 15 of 140 entries First Previous 1 2 3 4 5 Next Last

After clicking **Save**, you will be redirected to the list of all of the imported courses. The list will include the course code, course title, the total number of sections for the course, the total number of active sections, and the number of requests for that course during the current semester (which right now will be 0). An active section is a section is available for students to request.

Home Courses Students Admin Help Viewing Semester: **Fall 2018**

Admin > Courses for Fall 2018

Courses for Fall 2018

Activated 3 courses.

Show **15** entries Search:

Showing 1 to 3 of 3 entries First Previous 1 Next Last

Course Code	Course Title	Hidden	Instructions	Sections		Total Requests
				Total	Active	
01:640:111	PRECALC PART 1	No	No	17	17	0
01:640:112	PRECALC PART 2	No	No	9	9	0
01:640:115	PRECALC COLLEGE MATH	No	No	24	24	0

Showing 1 to 3 of 3 entries First Previous 1 Next Last

By default, when courses are imported, all of its sections will be made active. If you want to limit which sections students can request, click the course code or title.

Home Courses Students Admin Help Viewing Semester: Fall 2018

Admin > Courses > Course Sections for Fall 2018

Course Sections for Fall 2018

01:640:111 – PRECALC PART 1 (2)

Show 15 entries Search: []

Showing 1 to 15 of 17 entries

Sec. No.	Index No.	Print Flag	Status	Lecture			Recitation			Reg'd	Stop Pt	# requests this semester (all rounds)	Auto-Approval Limit	Active
				Time	Room	Capacity	Time	Room	Capacity					
01	04075	Y	ACTIVE AND AVAILABLE	MH1	AB 2125 (CAC)	274	F2	HH A2 (CAC)	45	0	35	0	2	<input checked="" type="checkbox"/>
02	04076	Y	ACTIVE AND AVAILABLE	MH1	AB 2125 (CAC)	274	F3	HH A2 (CAC)	45	0	35	0	2	<input checked="" type="checkbox"/>
03	04077	Y	ACTIVE AND AVAILABLE	MH1	AB 2125 (CAC)	274	F4	HH B6 (CAC)	48	0	35	0	2	<input checked="" type="checkbox"/>
04	05967	Y	ACTIVE AND AVAILABLE	MH2	MU 212 (CAC)	88	F2	SC 205 (CAC)	40	0	28	0	2	<input checked="" type="checkbox"/>
05	06081	Y	ACTIVE AND AVAILABLE	MH2	MU 212 (CAC)	88	F3	SC 205 (CAC)	40	0	28	0	2	<input checked="" type="checkbox"/>
06	06082	Y	ACTIVE AND AVAILABLE	MH2	MU 212 (CAC)	88	F4	SC 205 (CAC)	40	0	28	0	2	<input checked="" type="checkbox"/>
07	00264	Y	ACTIVE AND AVAILABLE	MW4	TIL 264 (LIV)	116	T3	BE 101 (LIV)	40	0	35	0	2	<input checked="" type="checkbox"/>
08	00266	Y	ACTIVE AND AVAILABLE	MW4	TIL 264 (LIV)	116	T4	BE 101 (LIV)	40	0	35	0	2	<input checked="" type="checkbox"/>
09	00265	Y	ACTIVE AND AVAILABLE	MW4	TIL 264 (LIV)	116	T5	BE 101 (LIV)	40	0	35	0	2	<input checked="" type="checkbox"/>
13	03815	Y	ACTIVE AND AVAILABLE	TF3	LSH A142 (LIV)	112	H1	TIL 251 (LIV)	44	0	35	0	2	<input checked="" type="checkbox"/>
14	00263	Y	ACTIVE AND AVAILABLE	TF3	LSH A142 (LIV)	112	H2	TIL 209 (LIV)	40	0	36	0	2	<input checked="" type="checkbox"/>
16	06072	Y	ACTIVE AND AVAILABLE	TF1	FS AUD (D/C)	194	W1	RAB 204 (D/C)	49	0	35	0	2	<input checked="" type="checkbox"/>
17	06073	Y	ACTIVE AND AVAILABLE	TF1	FS AUD (D/C)	194	W2	RAB 207 (D/C)	49	0	35	0	2	<input checked="" type="checkbox"/>
18	06074	Y	ACTIVE AND AVAILABLE	TF1	FS AUD (D/C)	194	W3	RAB 207 (D/C)	49	0	35	0	2	<input checked="" type="checkbox"/>
19	05242	Y	ACTIVE AND AVAILABLE	TH8	MU 210 (CAC)	93	T6	SC 103 (CAC)	40	0	30	0	2	<input checked="" type="checkbox"/>

Showing 1 to 15 of 17 entries

Special Instructions

Use this to enter instructions to students who are requesting SPNs for this specific course. Instructions entered here will be displayed for all rounds for this semester only.

Do not set special instructions for this course
 Set special instructions for this course

Set all Auto-Approval Limits to 2 Set

Hide this course
 If the course is hidden, students will not be able to submit requests for it themselves, but the department may submit requests for it on their behalf.

Save Cancel

This page will list all the pertinent information about the sections for the selected course, including the registration index number, status, meetings, classroom capacity, and enrollment. The Auto-Approval Limit will be covered later on (see **Reviewing Requests / Auto-Approval Limit** on page 30). Uncheck any box in the Active column if you do not want students to be able to request that section.

To display information about the course to students requesting Special Permission Numbers, select the option under the Special Instructions section. The text entered there will be displayed on the SPN request form only for this course and only during this semester. The right side of this section will contain a list of the previous semesters in which this course was open for SPN requests and had special instructions. To reuse instructions from a previous semester, click the **Copy** button.

Select **Hide this course** if you do not want students to be able to submit SPN requests for it on their own. It will only be available when system users submit requests on students' behalf.

Special Permission Numbers

SAS-IT will import special permission numbers that the registrar's office makes available at the start of the semester. However, the system does include an interface to import SPN's in case new numbers need to be added.

Admin > Special Permission Numbers will display a list of all courses in your department's subject codes, even those that haven't been imported or have been marked as inactive. That is so that should you decide to make a course or section available later on in the cycle, the numbers are still able to be imported in advance. Courses that have no available numbers remaining are highlighted in red.

Adding Numbers

There are two ways to import new numbers. One is by clicking **Add Numbers** from Admin **Special Permission Numbers**

i The current semester is Fall 2017.

This list includes all courses during the current semester for the subject codes specified in the settings, including courses not imported and courses marked as inactive.

Click the "Add Numbers" button to import new Special Permission Numbers for the Fall 2017 semester by Registration Index Number. To import numbers for individual sections, select the course below.

 Add Numbers

Show 15 entries

Showing 1 to 15 of 134 entries

Search:

First Previous 1 2 3 4 5 Next Last

Course Code	Course Title	Sections		SP Numbers		
		Total	w/SP #	Total	Used	Remaining
01.640.001	COMPUTATIONAL SKILLS (1.5)	3	0	0	0	0
01.640.005	NEEDS PLACEMENT TEST (3)	1	0	0	0	0
01.640.011	PRECALC PT 1 WKSHOP (2)	1	0	0	0	0
01.640.012	PRECALC PT 2 WKSHOP (2)	1	0	0	0	0
01.640.025	ELEMENTARY ALGEBRA (3)	15	0	0	0	0
01.640.026	INTERMEDIATE ALGEBRA (3)	12	0	0	0	0
01.640.103	TOPICS MATH LIB ARTS (3)	10	0	0	0	0
01.640.104	INTRO TO PROBABILITY (3)	3	0	0	0	0
01.640.106	MATHEMATICS OF MONEY (3)	7	0	0	0	0
01.640.107	NUMBER&OPER FOR K-8 (3)	2	0	0	0	0
01.640.111	PRECALC PART 1 (2)	21	0	0	0	0
01.640.112	PRECALC PART 2 (2)	9	0	0	0	0
01.640.115	PRECALC COLLEGE MATH (4)	27	0	0	0	0
01.640.135	CALCULUS I (4)	78	0	0	0	0
01.640.136	CALCULUS II (4)	6	0	0	0	0

Showing 1 to 15 of 134 entries

First Previous 1 2 3 4 5 Next Last

> Special Permission Numbers. This will allow you to add new numbers using the registration index number as an identifier. You can add SPN's to multiple courses at the same time.

The second way is to select a course and then click **Add Numbers**. Since a course has been selected, you can use either the registration index number or the section number as an

identifier. For consistency, the second method will also allow you to add numbers to multiple courses at the same time (when using the registration index number).

The form will include a box for the registration index number (or the section number, when using the second method). The second box is for pasting in the numbers. Enter the numbers in the second box, one per line.

When leaving the first box blank, each line in the second box must include only the registration index number (or the section number, when using the second method), an optional delimiter (tab, space, semicolon, or comma), and the six-digit special permission number.

When including a registration index number or section number in the first box, each line in the second box need only consist of the special permission number. Import special permission numbers for other sections by specifying a registration index number or section number as explained in the previous paragraph; this will override the value in the first box.

Example:

- Add SPN 123456 for section 06.
- Add SPN’s 234567 and 345678 for section 07.
- Add SPN 987654 for the section with registration index number 11766.
- The line 07x4561 is not in the proper format, so the form will return a validation error. This invalid line will be moved to a separate box, leaving the valid data behind so the form can be resubmitted.

Below the second box are optional validators to double-check the registration index numbers or section numbers. The form can check whether a registration index number refers to a section of a course with your department’s subject code, or if the registration index number or section number even refers to a course section at all.

After submitting valid data, the form will redirect to a list of special permission numbers for the selected course.

Once requests start to be processed, this list will include the names and RUIDs of the students who have been assigned the various numbers.

Deleting Numbers

If an SPN was added to the pool incorrectly, or a number is needed from the pool to give to a student outside of the system, it can be deleted, provided it has not been distributed to a student or its retrieval deadline has expired. An SPN cannot be deleted from the pool if it has been used, retrieved, or is still within its retrieval deadline.

Student Interface

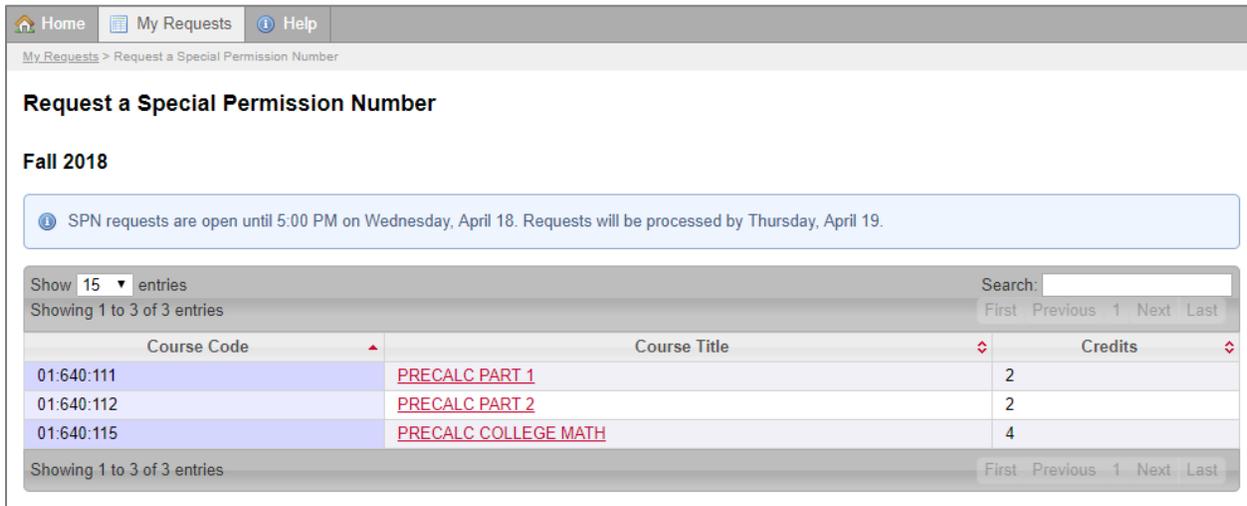
Students have a form called **My Information** with which they can update their first name, last name, and email address.

To file a request, a student would select [My Requests](#) > [Request a Special Permission Number](#). When students log in when it is not between the open and close time of a round or semester, that link will not be available, and the following message will appear:

 Special Permission Number requests are not open right now.

Submitting a Request

When requests are open; the student will see a list of the courses your department has made available, along with the close time and the notification date. If rounds for multiple semesters are open at the same time, each semester will be listed separately.



Home My Requests Help

My Requests > Request a Special Permission Number

Request a Special Permission Number

Fall 2018

SPN requests are open until 5:00 PM on Wednesday, April 18. Requests will be processed by Thursday, April 19.

Show 15 entries
Showing 1 to 3 of 3 entries

Course Code	Course Title	Credits
01:640:111	PRECALC PART 1	2
01:640:112	PRECALC PART 2	2
01:640:115	PRECALC COLLEGE MATH	4

Showing 1 to 3 of 3 entries

After selecting a course, the following general instructions appear on the page:

The sections for this course are listed in the right column. To request a section, select it and click the left arrow button. Use the up and down arrow buttons to arrange your requested sections in order of preference.

Click **Save as Draft** if you would like to edit your request again later or **Submit Request** if you are ready for your request to be submitted for processing.

Once the request has been submitted, no more changes can be made to it. Draft requests will not be processed.

Requests must be submitted by [close time] on [close date] to be processed.

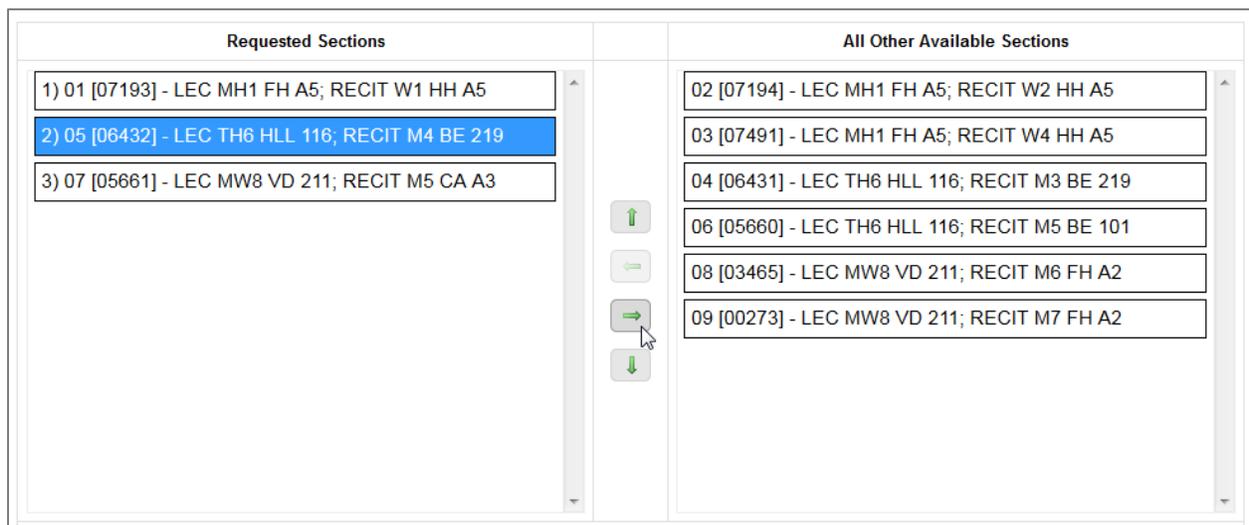
Below that, the following information may be displayed if applicable:

- **Prerequisites:** If the course has prerequisites, they are displayed, along with a table containing each of the prerequisite courses, the semester in which the student had previously taken it, whether the student passed, and the grade. Below that is a Yes or No for whether the student satisfies the prerequisites. (See **Settings > Grades** on page 36).
- **Special Instructions:** Departments can enter special instructions for students requesting the course.
- **Section Notes:** If any of the sections have section notes, they are displayed. Section notes are read directly from the CDW and may be used to identify sections that are hybrid or online-only, for example.

The student will see a table containing the available sections of the course. To select a course, the student would click the section on the right side (unrequested sections) and click the left arrow icon to move it to the left side (requested sections). The student may do this to request as many sections as desired.

The sections are represented with the section number, registration index number, and meetings (meeting type, weekday and time, building code, room number).

Selecting a section on the left side, the student may click the right arrow icon to move it to the right side so as not to requesting it. If there are at least two sections on the left side, the student may also use the up and down arrow icons to raise or lower the priority, so that the section the student wants the most is at the top of the list.



At the bottom of the form is an optional field for the student to enter a comment, which will be visible to those who are reviewing the request.

The student can then either save the request as a draft to come back to it later, submit it, or cancel. Requests left as drafts when the request period closes will be considered abandoned and will not be available for review. After submitting the request, the student may withdraw it and, if the request period is still open, create a new request. A student can have only one request per course per round open at a time.

To submit a request, the student must select at least one section. This is true even if the course has only one section that can be selected. The student does not need to select a section to save the request as a draft.

After submitting the request, it will appear in list of the student's requests under Open Rounds. Requests from previous cycles will appear in a different section.

My Requests

✔ New request saved successfully.

Request a Special Permission Number
My Information

Open Rounds

Show 15 entries Search:

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Semester	Round #	Course Code	Title	Requested Sections	Status	Withdraw?
Fall 2018	1	01:640:115	PRECALC COLLEGE MATH (4)	12, 06, 09	Submitted	Withdraw Request

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Withdrawing a Request

To withdraw a request, the student would click the **Withdraw Request** button. A summary of the request would appear along with buttons to confirm or cancel the action.

After withdrawing a request, a student may submit a new request for the same course while the round is still open.

Students can also resubmit requests if the original request had already been reviewed and closed. This is for cases such as when a student receives an SPN for one section but then needs to change to another section. Students cannot have multiple requests for the same course in the same round open simultaneously.

Withdraw Request

Course Information

Semester	Fall 2018
Course Code	01:640:115
Course Title	PRECALC COLLEGE MATH
Credits	4
Registered for Course?	No

Requested Sections

Preference	Section No.	Index No.	Meeting Time
1	12	03370	TH5 EN B120, M6 SEC 216
2	06	00277	MW4 MI 100, T6 FH B3
3	09	03139	MH3 LSH A142

Really withdraw this request?

✔ Yes, withdraw my request

✘ No, do not withdraw my request

Retrieving the Number

Once a request has been granted, there are two ways for the student to retrieve the number. One is to obtain it from the email informing the student that the request was granted, and the other is to log into the system and view the request.

Some departments may not want to include the number in the email, so under System Settings there is an option to disable that method.

Some departments may not want the number to be displayed to the student via the system indefinitely, so under System Settings there is an option to set a time limit for how long the number is displayed.

To retrieve the number by logging in, the student would select the granted request by clicking the title of the course. If the student has an unretrieved Special Permission Number, a yellow notification message will appear.

My Requests

⚠ You have 1 unretrieved SPN: [01:640:115 PRECALC COLLEGE MATH, Fall 2018](#)

📄 Request a Special Permission Number
📄 My Information

Open Rounds

Show 15 entries Search:

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Semester	Round #	Course Code	Title	Requested Sections	Status	Withdraw?
Fall 2018	1	01:640:115	PRECALC COLLEGE MATH (4)	12, 06, 09	Granted	--

Showing 1 to 1 of 1 entries First Previous 1 Next Last

[My Requests](#) > [Request a Special Permission Number](#) > SPN Request for 01:640:115 PRECALC COLLEGE MATH (4), Fall 2018

SPN Request for 01:640:115 PRECALC COLLEGE MATH (4), Fall 2018

✔ You have been assigned Special Permission Number **148512** for **Section 12**.

Please make a note of this number as it will be displayed here only until 11:59 PM on Sunday, April 15.

Submitting a Request for a Student

Some situations may call for a department member to file a request on a student's behalf. This is done via **Students > Create request for student**. Ensure that the correct round is selected in the drop-down.

Search for the student by RUID, NetID, or name. The search is limited to 200 results. If the values under **School** and **Code** are blank, that means that the student does not have a term segment in the Student Data Warehouse for the current semester.

Requests can be submitted as **Open**, meaning they will go into the queue with other requests, or **Closed**, in which case they are granted automatically and immediately issued a special permission number.

Available courses are listed under **Select Course**. If a student has an existing open request for a course during the current semester or round, that course will not be listed, but all other active courses will be, including those courses marked as hidden.

Open Requests: After selecting the course, the available sections are listed in the same interface that the students use to select and prioritize them. (See **Student Interface > Submitting a Request** on page 12.) Select the sections that the student would like to request and move them to the **Requested Sections** column. Use the arrow icon buttons to move the requested sections up or down. There must be at least one requested section to submit the request.

Select Section *

Requested Sections	All Other Available Sections
1) 04 [11467] LEC MH3 HLL 116 (cap. 108); RECIT W2 HLL 005 (cap. 30)	01 [00289] LEC MH2 CDL 102 (cap. 120); RECIT T1 HCK 127 (cap. 30)
	02 [00290] LEC MH2 CDL 102 (cap. 120); RECIT T2 HCK 119 (cap. 49)
	03 [10346] LEC MH2 CDL 102 (cap. 120); RECIT T3 HCK 113 (cap. 30)
	05 [11468] LEC MH3 HLL 116 (cap. 108); RECIT W3 SEC 212 (cap. 45)
	06 [12418] LEC MH3 HLL 116 (cap. 108); RECIT W4 SEC 211 (cap. 35)

Closed Requests: Available courses are listed under **Select Course**, and sections under **Select Section**. The student cannot be assigned to a section unless there is at least one special permission number available for it.

Select Course *

- 01:640:025 ELEMENTARY ALGEBRA (3)
- 01:640:026 INTERMEDIATE ALGEBRA (3)
- 01:640:103 TOPICS MATH LIB ARTS (3)
- 01:640:112 PRECALC PART 2 (2)

Select Section *

Section	Index	Meetings	Enrollment		S.P. Numbers	
			Reg'd	Stop Pt	Total	Avail
<input checked="" type="radio"/>	01	02455 --	0	35	1	1
<input checked="" type="radio"/>	02	09316 LEC MH2 SC 120 (cap. 40)	0	35	2	2
<input type="radio"/>	03	05204 LEC TH5 HH B3 (cap. 45)	0	35	0	0
<input type="radio"/>	04	02251 LEC TH6 HH B3 (cap. 45)	0	35	0	0
<input type="radio"/>	05	07002 LEC MW1 TIL 204 (cap. 90)	0	35	0	0
<input type="radio"/>	06	11211 --	0	35	0	0
<input type="radio"/>	07	11210 LEC TH7 BE 250 (cap. 70)	0	35	0	0
<input type="radio"/>	08	14259 --	0	35	0	0
<input type="radio"/>	09	06804 LEC M8 CA A1 (cap. 45)	0	35	0	0
<input type="radio"/>	10	07849 LEC T8 CA A4 (cap. 90)	0	35	0	0

In this example, only Section 01 and Section 02 have available numbers, thus the other sections are grayed out and do not have radio buttons. Section 01 is highlighted under Meetings as there were no meetings found for it in the Course Data Warehouse, which may indicate an issue with that section. Students also cannot be assigned to sections with no enrollment data in the Course Data Warehouse. However, they may be assigned to sections that are at or over the Stop Point or the capacity of the classroom.

If the selected course has prerequisites, the student's progress towards is listed below. If the student had previously taken the selected course, that history is displayed as well.

At the bottom of the page are boxes to enter a student comment (for recordkeeping purposes) and a department comment (which will be included in the email sent to the student).

Prerequisites

Prerequisites for 01:640:103:

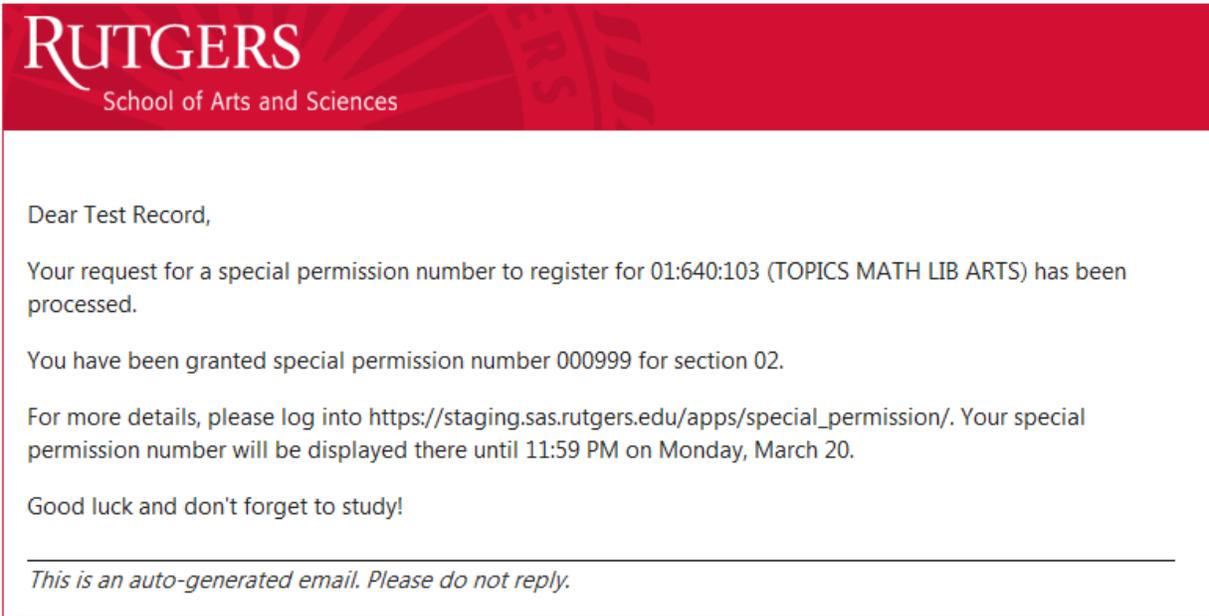
- 01:640:024, 01:640:025, 01:640:026, or 01:640:027

Course Code	Course Title	Semester Taken	Passed	Grade
01:640:024	ELEM ALGEBRA PART 2	--	--	--
01:640:025	ELEMENTARY ALGEBRA	--	--	--
01:640:026	INTERMEDIATE ALGEBRA	Transfer Credit	Yes	--
01:640:027	ELEMENTS OF ALGEBRA	--	--	--

Student meets prerequisites: **Yes.**

When submitting a Closed request, the special permission number assigned to the student will be displayed after submitting the form, and there is an option to include the number in the email that is sent to the student, even if the system is configured not to include the number in the email.

Request submitted successfully. Student granted SPN# 000999 for section 02.



In this sample email, the deadline represents 11:59 plus 3 days of when it was generated (2:55 PM on Friday, March 17), and “Good luck and don’t forget to study!” had been entered as the Department Comment.

When the student logs in, the request will be listed as Granted.

Reviewing Requests

Reviewing the requests consists of evaluating the requests for an individual course and assigning them to sections (or not assigning them to sections, as the case may be). The requests may be assigned and reassigned as many times as necessary, however these assignments are preliminary. They do not become official (and the actual special permission numbers do not get provided to the students) until the course is Finalized (fixed rounds) or Dispatched (open-ended rounds), or if an individual request is granted immediately.

With fixed rounds, it is not necessary to wait until the request period has closed before starting to review the requests, but the course may not be finalized until after the request period has closed.

To review requests for a course, click the Courses menu. The page will display all of the rounds that have open requests. Select the course to review by clicking either the course code or course title.

There will be a section called Open Requests listing all of the Open requests. There may be a section called Closed Requests, listing the Closed requests for the round, including those that had been granted immediately, submitted on a student's behalf as Closed, or (Open-Ended rounds only) requests that have already been dispatched.

There are three ways to process the requests, any or all of which may be used any number of times:

- Open an individual request and assign it to a section
- Use the Bulk-Administer page, which lists all open requests and all available sections along with a drag-and-drop interface to move students around
- Use the Auto-Ranking page, which automatically assigns students to sections

There are multiple statuses to indicate a request without an assignment while it is still in the review phase:

- Denied (department): a department user has reviewed the request either individually or on the Bulk-Administer page and clicked **Save** without having assigned it to a section
- Denied (auto): the Auto-Ranking was unable to assign it to a section
- Pending Denial: the department has manually flagged the request in contemplation of denying it at some point later on, in order to differentiate it from other requests that just haven't been assigned yet. Requests with the Pending Denial status will not be assigned a section by the Auto-Ranking.
- New: the request has not been looked at by the Auto-Ranking, nor has **Save** been clicked on it on either the individual request view or Bulk-Administer pages

In Fixed rounds, request with the status of New will be automatically denied when the course is finalized. In Open-Ended rounds, requests with the status of New will be ignored when the course is dispatched and will remain open.

Request List

The list of requests is divided into two sections, Open Requests and Closed Requests, and each section will be displayed only if it contains at least one request.

Beneath the Open Requests list is a series of counts. This is a quick report of how many open requests there are for each of the following:

- Status
- Section of current registration
- Assigned section
- Credits completed (graduated by groups of 10 credits)
- GPA (graduated by groups of 0.2)
- Declared majors
- Declared minors

The request list can be easily exported into an Excel spreadsheet. Beyond the data displayed in the browser, the spreadsheet will include the student's email address and the timestamps of when the request was created and submitted (these may differ if the request was saved as a draft before it was submitted).

Request View

The Request View page is divided into a few different sections. At the top will be information about the student (name, email, RUID, NetID, credits completed, cumulative GPA, declared major, class year, and school) and the course (semester, course number, course title, credits). The course information panel will also indicate whether the student is currently registered for the course (for students requesting special permission numbers to switch from one section to another); this will be highlighted in red if the student is already registered in one of the sections he or she requested, and yellow otherwise. It will also show whether the student had previously failed the course.

There are several other panels that will appear only if necessary:

- The student's class schedule for the current semester, so the reviewer can gauge time conflicts the student may have.
- The other SPN requests the student has filed in your department
- The course's prerequisites, along with whether meets them. Any passing grade is considered as meeting the prerequisites, and the system will also consider transfer credits and AP/CLEP exam credits.

Use the System Settings to control whether the student's grades are displayed with the prerequisites and course history.

- Any previous times the student has taken the requested course, with the semester, repeat indicator, pass indicator (Y/N), and grade.

Student Schedule for Spring 2017

Course No.	Course Title	Class Meetings		
01:090:101:15	THE BYRNE SEMINARS (1)	T 23	SC 115	CAC
01:640:012:01	PRECALC PT 2 WKSHOP (2)	--	--	--
01:640:112:17	PRECALC PART 2 (2)	TH 7	VD 211	CAC
		T 6	FH A1	CAC
01:830:340:01	ABNORMAL PSYCHOLOGY (3)	MW 4	LSH AUD	LIV
01:940:261:H1	INTRO STUDY LANGUAGE (3)	MH 2	SC 121	CAC
01:940:325:02	ADV GRAMMAR&COMPOSTN (3)	MW 5	HCK 129	D/C

Prerequisites

Prerequisites for 01:640:112:

- 01:640:111

Course Code	Course Title	Semester Taken	Passed	Grade
01:640:111	PRECALC PART 1	Fall 2016	Yes	B

Student meets prerequisites: Yes.

The next section has details about the request: when it was created, its current status, the sections that have been requested, and the student's comment if one was provided.

The section list contains the usual information displayed elsewhere (section number, registration index number, status, meetings, classroom capacities, enrollment data), along with whether the student requested each section and if so the priority.

Request Details

Created: Fri, 17 Mar 2017 14:30:36 -0400

Status:

- New

Section Preferences

Show 15 entries Search:

Showing 1 to 9 of 9 entries First Previous 1 Next Last

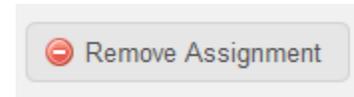
Reassign	Student's Preference Ranking	Section No	Index No	Status	Lecture			Recitation			Registered	Stop Point
					Time	Room	Capacity	Time	Room	Capacity		
<input type="radio"/>	1	01	07193	ACTIVE AND AVAILABLE	MH1	FH A5 (CAC)	90	W1	HH A5 (CAC)	45	0	30
<input type="radio"/>	2	05	06432	ACTIVE AND AVAILABLE	TH6	HLL 116 (BUS)	108	M4	BE 219 (LIV)	48	0	30
<input type="radio"/>	3	07	05661	ACTIVE AND AVAILABLE	MW8	VD 211 (CAC)	206	M5	CA A3 (CAC)	65	0	35
<input type="radio"/>	Not Selected	02	07194	ACTIVE AND AVAILABLE	MH1	FH A5 (CAC)	90	W2	HH A5 (CAC)	45	0	30
<input type="radio"/>	Not Selected	03	07491	ACTIVE AND AVAILABLE	MH1	FH A5 (CAC)	90	W4	HH A5 (CAC)	45	0	30
<input type="radio"/>	Not Selected	04	06431	ACTIVE AND AVAILABLE	TH6	HLL 116 (BUS)	108	M3	BE 219 (LIV)	48	0	30
<input type="radio"/>	Not Selected	06	05660	ACTIVE AND AVAILABLE	TH6	HLL 116 (BUS)	108	M5	BE 101 (LIV)	40	0	30
<input type="radio"/>	Not Selected	08	03465	ACTIVE AND AVAILABLE	MW8	VD 211 (CAC)	206	M6	FH A2 (CAC)	45	0	35
<input type="radio"/>	Not Selected	09	00273	ACTIVE AND AVAILABLE	MW8	VD 211 (CAC)	206	M7	FH A2 (CAC)	45	0	35

Showing 1 to 9 of 9 entries First Previous 1 Next Last

Student Comment:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

To assign the student to a section, click the radio button in the appropriate row and then click Save. As web browsers do not support unselecting a radio button, use the **Remove Assignment** button instead.



Requests have the status of **New** when they are submitted by students. When a request is updated by a department user, it has a status of **Assigned** or **Unassigned** (depending on whether a section assignment was made by a department user), **Assigned (auto)** or



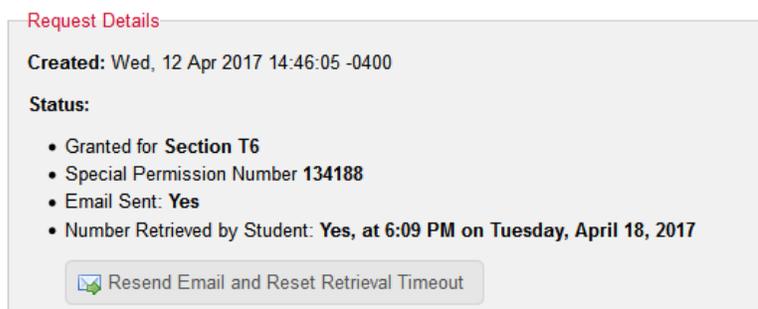
Unassigned (auto) (depending on whether a section assignment was made by the auto-ranking), or **Pending Denial**. At that point, there may be a situation in which you would want the request's status set back to **New**. This could be to serve as a reminder to review the student a second time when looking at the list of open requests. When the request does not have a section assignment, the page will display a set of radio buttons to control whether the request's status will be **New**, **Unassigned**, or **Pending Denial** after clicking the **Save** button. In addition, the **Save** button will display the status that it will apply.

Below that there is a box to enter the department comment, and the **Save with status "status"**, **Cancel**, and **Withdraw request on student's behalf** buttons. Finally there is a list of all the updates made to the request, such as changes to the status or assignment.

Occasionally situations arise where a request needs to be granted immediately before the reviews are finalized. When a section is selected, a button will appear labeled **Approve request and provide SP# for Section ## now**.

Reissuing a Special Permission Number

Occasionally a student will run into difficulty after a request has been granted. Perhaps the student was out of town and unable to check his or her email and retrieve the Special Permission Number before the retrieval timeout expired, or the student needs the email sent to a different address.



Maybe the SPN wasn't accepted by registration, or the SPN was accepted but then the student accidentally dropped the course and needs to add it again. The system can resend the email to the student and reset the clock on the retrieval timeout.

Clicking the button will bring up a form containing the email address the student originally entered, which you can change if need be. You can also choose to keep the same SPN for the student or issue a new one; if the latter, you can either return the old SPN to the pool or

delete it from the system. Finally, you can opt to include or not to include the SPN in the body of the email, regardless of whether that feature is enabled system-wide.

Resend Email

 Henry Rutgers was granted SP# 017660 for Section 99.

Student email address: *

Disposition: *

Give student the same SP number

Give student a new SP number and return the old SP number to the pool

Give student a new SP number and delete the old SP number from the system

Include SP number in email

Reclaiming a Special Permission Number

The Special Permission Number granted to a student can be returned to the pool of available numbers if:

- the retrieval deadline has been enabled, and
- the retrieval deadline has expired, and
- the Special Permission Number has not been used.

Returning the number to the pool will not generate an email to the student.

Bulk Comments

In addition to a comment left by the student, each request may contain a comment created by the department. These department comments will be included in the emails sent to the students informing them of their requests' dispositions. Some situations may call for sending the same comment to many students, so that can be streamlined using the Bulk Comments page.

This page contains a list of requests for the course, each with a checkbox to indicate whether the comment will be applied to it. You can check or uncheck each box individually. To select multiple requests, there is a section called *Toggle requests by section/status*, where you can select all requests, denied requests (those requests not tentatively assigned to a section), and/or requests tentatively assigned to a particular section.

As some requests may already have a department comment, there is a required option that tells the system whether to append the new comment to the old one, or to replace the old

comment with the new one. One of the options is selected by default, and this default value can be changed under System Settings.

Bulk-Administer Requests

This page contains a drag-and-drop interface with all of the sections listed on the left side (along with any students assigned to them), and all of the students without an assignment on the right side.

The bars representing the sections contain the section number, registration index number, meeting information (meeting type, day and time, classroom number and capacity for each

Bulk-Administer Requests

Current Assignments	Unassigned Requests
14 - idx 00258 - LEC T1 HCK 131 (cap. 32) - regd. 0, stop pt. 25 - Auto-limit 2 - SP numbers: 30 total, 30 available	014005098 - Poserina, James (unranked)
15 - idx 06828 - LEC W3 HH A3 (cap. 45) - regd. 0, stop pt. 25 - Auto-limit 2 - SP numbers: 30 total, 30 available	

Save Cancel

meeting type or classroom), enrollment data (registered enrollment and stop point), auto-limit value (see **Auto-Ranking** section on page 26), and special permission number counts (how many there are for that section, and how many are still available).

The bars representing the students contain the student's RUID, name, ranking score, and a speech balloon (for those requests with a student comment). Hovering over a student will display a tooltip with the student's name, RUID, requested sections, class year, declared major, cumulative GPA, number of credits completed, ranking score, student comment, and request status.

To assign a student to a section, drag the student from the right side to the appropriate section on the left. Drag the student up or down on the left side to reassign the student to a different section. Drag from left to right to remove the student's assignment.

Auto-Ranking

The system can automatically assign students to sections. This can provide a starting point for reviewing the requests, with individual manual adjustments made later.

It does this by first assigning a point value to each request based on weighted criteria that you can select. Requests with negative ranking scores will not be assigned to a section. (See **Ranking Parameters** on page 29).

Once all the requests have been given a score, it will then go about automatically assigning them to sections.

You can configure the auto-assign process with three groups of options:

1. Which requests to process

The system can go through all open requests and assign them to sections. However, if you have already started manually reviewing the requests and have made preliminary section assignments, you may not want those assignments to be modified. Thus you can have the auto-assign process exclude all requests that were manually assigned to a section, or all requests that are currently assigned to a section whether assigned manually or by a previous run of the auto-assign process.

2. How to limit the number of requests assigned to each section

Availability is determined per section by the lowest value any or all of the following criteria. A table shows how the calculations for each of the criteria were performed based on the selected options.

- Per-section Auto-Approval limits
 - **Sec. AA Limit** – The Auto-Approval Limit that was set for this section.
 - **Excl.** – If the Auto-Ranking is excluding some requests, you can set whether they should count towards the Auto-Approval Limit. In other words, if a section had an Auto-Approval Limit of three, this will control whether the auto-assign will put up to three students into the section during this particular run, or until there are a total of three students in that section.
 - **AA – Equal to Sec. AA Limit – Excl.** if **Count excluded requests towards Auto-Approval Limits** is selected, or **Sec. AA Limit** if it is not.

- Remaining classroom space available
 - **Rm Cap** – The capacity of the classroom. If the classroom capacity is not available, it defaults to 999.
 - **Proj. Enr.** – Projected enrollment.
 - **Reassign** – A student who is currently assigned to a section may also be registered for that or another section, and thus would be counted twice. This value is how many students would be double-counted based on the **Auto-assign these requests** option.
 - **Rm Space** – Equal to **Rm Cap – Proj. Enr. + Reassign**.
 - If there are open requests assigned to a section that the auto-ranking is ignoring, they will count towards the remaining seats value
- Remaining enrollment before stop point
 - **Stop Point**
 - **Proj. Enr.** – Projected enrollment.
 - **Exceed** – Set this to exceed the stop point by an arbitrary number of students. This value will apply to all sections.
 - **Reassign** – A student who is currently assigned to a section may also be registered for that or another section, and thus would be counted twice. This value is how many students would be double-counted based on the **Auto-assign these requests** option.
 - **Enroll Space** – Equal to **Stop Point – Proj. Enr. + Exceed + Reassign**.
- Available special permission numbers

If a course has meetings in multiple classrooms, the system will use the lowest value.

For sections that share a common meeting, be aware that the sum of their stop points may exceed the capacity of the classroom where the common meeting takes place.

If any of these values is negative (e.g. a section has a stop point of 25 and a current enrollment of 27), it will be considered zero.

The limits for the four criteria will be highlighted in green if selected or grayed out if not selected. At least one of these criteria must be selected. The **Limit** column at the right of the table will be the lowest of the selected limits, and that is what the Auto-Ranking will use to determine how many students to put into each section. As it iterates through the requests, when it assigns a request to a section it reduces that section's limit by one. When the section's limit reaches zero, that section is considered full and no more students are assigned to it.

3. Which algorithm to run

There are two algorithms that the auto-assign process can use.

Maximize Priority Algorithm: The first algorithm maximizes the highest-priority sections for the highest-ranked students.

- I. It does this by taking all of the requests that it will process (based on the option selected in #1) and sorting them by ranking score, starting with the highest score and following in descending order.

2. For each request it will look at the sections that were requested from highest priority to lowest. If the highest-priority section has space available, it will assign that request to that section.
3. If not, it will look at the second-highest-priority section, and so on either until the request has been assigned to a section or until it has gone through all of the sections.
4. It will then move on to the next student and so on, until either it has gone through all of the students or it encounters a student with a negative ranking score.

Maximize Requests Algorithm: The second algorithm maximizes the number of requests that get a section assignment. It will put a student in a lower-priority section if that means that a student with a lower ranking score who was not placed into a section can get a section assignment.

1. It first runs the Maximize Priority Algorithm.
2. Then it sorts the requests from lowest ranking score to highest.
3. It iterates through each request until it finds one without a section assignment (Student A).
4. When it does, it will look at the each of the sections that Student A requested. For each one, it will check each of the requests for students with higher scores than Student A (still sorted low-to-high) until it finds one assigned to that section (Student B).
5. It will go through each of the other sections requested by Student B with lower priority than the one to which Student B was originally assigned, and determine whether that

Auto-Ranking

01:640:115 PRECALC COLLEGE MATH (4)

Current auto-ranking parameters:

- Number of credits completed: 10 points
- Do not rank students currently registered in a requested section
- Cumulative GPA: 8 points
- Previous denied requests: 5 points

Auto-assign these requests: *

- Only new requests and those requests previously auto-granted or auto-denied (exclude manually-assigned requests)
- Only new requests and those requests previously auto-denied (exclude manually-assigned and auto-granted requests)
- All requests*

**Requests marked as "Pending Denial" will not be auto-assigned.*

Limit the number of requests auto-assigned to each section based on these factors: *

- Per-section Auto-Approval limits
 - Count excluded requests towards Auto-Approval limits
 - Remaining classroom space available (based on room capacity and enrollment)
 - Remaining enrollment before stop point reached
- Exceed the stop points by this many students:
- Available Special Permission Numbers

Algorithm to run: *

- Maximize the highest-ranked sections for the highest-ranked students
- Maximize the number of requests granted

Maximum number of requests auto-assigned per section

Section	Sec. AA Limit	Excl.	AA	Rm Cap	Proj. Enr.	Re. assign.	Rm Space	Stop Pt.	Proj. Enr.	Exceed	Re. assign.	Enroll Space	SPNs	Limit
01	2	0	2	170	0	0	170	35	0	6	0	41	10	2
02	2	0	2	170	0	0	170	35	0	6	0	41	10	2
03	2	0	2	170	0	0	170	35	0	6	0	41	10	2
04	2	0	2	40	0	0	40	35	0	6	0	41	10	2
05	2	0	2	65	0	0	65	35	0	6	0	41	10	2
06	2	1	1	65	0	0	65	35	0	6	0	40	10	1
07	2	0	2	112	0	0	112	35	0	6	0	41	10	2
08	2	0	2	112	0	0	112	35	0	6	0	41	10	2
09	2	0	2	112	0	0	112	35	0	6	0	41	10	2
10	2	0	2	45	0	0	45	35	0	6	0	41	10	2
11	2	0	2	45	0	0	45	35	0	6	0	41	10	2
12	2	0	2	45	0	0	45	35	0	6	0	41	10	2
13	2	0	2	42	0	0	42	35	0	6	0	41	10	2

section has space available.

6. If there is space available, Student B will be assigned to the lower-priority section, and Student A will be assigned to the section originally given to Student B.

7. If not, it will try to find another Student B, and if that is unsuccessful it will try with the next section requested by Student A until Student A is assigned to a section or until there are no more sections to check.
8. It will then move on to the next unassigned student and so on.

For both algorithms, students with negative ranking scores will not be auto-assigned.

Ranking Parameters

There are currently seven parameters that determine each student's ranking score:

- **Number of credits completed:** Takes the number of credits the student has completed, divides it by 120, and then multiplies by a custom weight between 1 to 10. Given a student with 64.5 credits and a weight of 7, the request will receive 3.7625 points ($[(64.5 / 120) \times 7]$). This parameter has a cap of 120 credits, so students with more than 120 credits are considered as having 120 credits.
- **Cumulative GPA:** Takes the student's cumulative GPA, divides it by 4, and multiplies by a custom weight between 1 to 10. Given a student with a cumulative GPA of 3.174 credits and a weight of 9, the request will receive 7.1415 points ($[(3.174 / 4) \times 9]$).
- **Previous denied requests:** Add a number of points equal to the custom weight for every time a student has requested a special permission number for this course and been denied.
- **Previous failures in the course:** Add a number of points equal to the custom weight for every time a student has previously failed the course.
- **Transfer Student:** Add 1–10 points to the score if the user is a transfer student. (Transfer students are defined as those whose Original Admit Code is 2 in the SDW.)
- **Declared Major:** You can select any number of majors and assign each its own weight. If a student has that major, that number of points will be added to his or her ranking score. If a student has multiple majors, the highest weight will be applied.
- **Declared Minor:** Works just like declared majors.

Cumulative GPA

Enabled
 Use global setting (Currently enabled with a weight of 8)
 Disabled

Weight for Cumulative GPA

Points for GPA = weight × (GPA ÷ 4)

Make this weight negative

Cumulative GPA

Enabled
 Use global setting (Currently enabled with a weight of 8)
 Disabled

Weight for Cumulative GPA

Points for GPA = weight × (GPA ÷ 4)

Make this weight negative

All of the weights may also be made negative, so you can say that each previous failure in the course can count as +3 points or –6 points.

Three additional parameters will not change a student's score but may prevent the student from being automatically assigned to a section. Each of these is a yes/no setting, and if it applies, the student's score will be made negative (as students with negative scores are ignored by the auto-assign algorithms):

- **Do not rank students currently registered in a requested section:** Sometimes after a student submits a request, he or she is able to register. If a student is enrolled in one of the sections that was requested and this setting is enabled, the student will not be auto-assigned to any section, whether the section in which the student is registered or a different requested section.
- **Do not rank students who do not satisfy the course's prerequisites:** Use this setting to prevent a student from being assigned to a section if the student has not fulfilled the prerequisite requirements of the course. This setting will have no effect for requests for courses that do not have prerequisites.
- **Current enrollment in a prerequisite fulfills requirement:** By default, SAS SPN considers a student as having fulfilled the prerequisite requirement by virtue of any of the following:
 - **Passing grade** (A+, A, A–, B+, B, B–, C+, C, C–, D+, D, PA, S, SP; codes INTL, EXCH)
 - **Transfer credit** (code TRAN)
 - **AP/CLEP exam credit** (code EXTX)
 - **Other credit** (code PROF)

If this setting is enabled, a prerequisite will be considered as satisfied if the student is currently enrolled in a prerequisite course. An example of when this might be used is for reviewing requests for a spring course while the fall semester is still underway.

Each of these parameters may be enabled or disabled on a global basis under **Admin > Algorithm Settings**. They may be modified on an individual course level, so for a given course each parameter can be always enabled, always disabled, or set to whatever the global setting is. Additionally, each parameter can be locked at the global level, which prevents it from being overridden at the course level.

Auto-Approval Limit

The Auto-Approval Limit is an additional restriction you can place on how many students the auto-ranking will assign to a particular section. Each section has an Auto-Approval Limit value associated with it. When courses and sections are first imported at the beginning of the semester, they are assigned a default value. This value can be changed in the System Settings.

Even if a section can accommodate six students, you may want no more than three to be automatically assigned to it, with the remaining places reserved for requests that will be reviewed later. Or you may not want any students automatically assigned to a particular section, in which case you would set that section's Auto-Approval Limit to 0.

Assign Reviewers

Your department may wish for some of those reviewing the requests to be limited to certain courses. This can be done by creating a new user role, designating that role as “Restricted to specified courses,” and enabling that role for each such reviewer.

Users in a role with the “Restricted to specified courses” permission are listed on this page. This page will not be available if no users have such a role.

By university directive, departments cannot directly create roles or manage permissions. To add a new user role that is restricted to specified courses, submit a workorder.

Lock Course

Locking the course prevents anyone else from modifying it. So if you have made preliminary section assignments but have not yet finished your review, locking the course will prevent other users from making changes to the assignments.

The user who locked the course can continue to make changes to it while it is locked; the lock setting only affects other users, who will be presented with read-only versions of the various pages.

The course can be unlocked by the user who locked it, or by a system user in a role with the “Unlock courses” permission (see **User Management** on page 39).

Instructions

Use this page to communicate special instructions about this course to students when they submit requests for it. The text entered here are specific to the course during all rounds of the semester being viewed.

Finalize (Fixed rounds)

Finalizing marks the end of the review cycle for the course during the round. This is the part of the process that actually distributes Special Permission Numbers to students.

Students assigned to a section will receive an email informing them that their request has been granted. Some departments choose not to include the special permission number in the email sent to the student when the student’s request has been granted. In this case, the student must log into the system to retrieve the number. Additionally, some departments place a time limit on how long the student has to retrieve the number. (See **System Settings / Student Requests** on page 38.)

Students not assigned to a section will receive an email informing them that their request has been denied. If a request has not been modified and still has the status of New, it will be denied as well.

If a request has a department comment, that comment will be included in the email, regardless of the request's disposition.

When the course is finalized, it is considered complete for the current round, and no further changes can be made to it. The **Finalize** button will not be available while the round is still open for students to submit requests.

A warning message will appear if a section has more students assigned to it than special permission numbers available. In this case, either contact the registrar's office to provision more numbers, or reassign students to other sections. If the course is finalized and there are sections with not enough numbers, those excess students will have their requests changed from granted to denied. (See **System Settings / Request Review** on page 38 for a setting that will hide the **Finalize** button and prevent a course from being finalized if there are sections with not enough special permission numbers.)

Dispatch (Open-ended rounds)

Dispatching is when requests that have been assigned to a section are actually provided with Special Permission Numbers and closed.

Students assigned to a section will receive an email informing them that their request has been granted. Some departments choose not to include the special permission number in the email sent to the student when the student's request has been granted. In this case, the student must log into the system to retrieve the number. Additionally, some departments place a time limit on how long the student has to retrieve the number. (See **System Settings / Student Requests** on page 38.)

If a request has not been modified and still has the status of **New**, it will be ignored so that it can be reviewed later. Note that this behavior is different from finalizing a Fixed round.

If there are any requests with the status of **Unassigned**, **Unassigned (auto)**, or **Pending Denial**, you will be prompted for whether those requests should be processed. If they are processed, the requests will be closed and the students informed that their requests were denied. If they are not processed, the dispatcher will skip them: the requests will remain open and unchanged, and the students will not be emailed. This option will affect all open requests with the corresponding status; to process some such requests but not others, first change the status of those you do not wish to process back to **New** (see **Reviewing Requests / Request View** on page 23).

Do you want to dispatch this course?

1 Request with status "Unassigned":

Do not process: Leave request open

Do not process: Leave request open

Process: Close request, set status to Denied

Yes, dispatch this course.

No, do not dispatch this course.

If a request has a department comment, that comment will be included in the email, regardless of the request's disposition.

A warning message will appear if a section has more students assigned to it than special permission numbers available. In this case, either contact the registrar's office to provision more numbers, or reassign students to other sections. If the course is finalized and there are sections with not enough numbers, those excess students will have their requests changed from granted to denied. (See **System Settings / Request Review** on page 38 for a setting that will hide the **Dispatch** button and prevent a course from being dispatched if there are sections with not enough special permission numbers.)

Reclaim Unretrieved SPNs

For whatever reason, students who are granted SPNs sometimes do not retrieve them. This page will list all granted SPNs that were never retrieved and whose retrieval timeouts have expired. Click **Yes, reclaim these Special Permission Numbers** to have these SPNs removed from those granted requests and returned to the pool so that they may be reissued to other students. This will not reclaim SPNs that have been retrieved.

Close Registered Requests

If the list of open requests includes any from students who are currently registered in one of the sections they requested, this feature will become available. A list will show for each request the request ID number, student's RUID and name, the section number in which the student is registered, the priority of that section (e.g. 1 if that section was the student's first choice), the status of the request, and the section to which the student is assigned, if any.

Checkboxes control which requests will be closed, so that you may close some but not others. There are buttons to select and unselect all the checkboxes. If there is at least one request for which the registered section was the top choice and at least one where it was not, a third button will become available to select only the top-choice requests.

Using this feature to closing the requests will generate an email to each affected student, and the email will include the request's department comment, if any.

Reports

Like most SAS-IT web applications, this system includes a reporting feature that generates Microsoft Excel spreadsheets. There are two available reports.

Special Permission Number Report

This report includes semester-by-semester, section-by-section counts of how many total Special Permission Numbers are in the system, how many have been used (i.e. provided to students), and how many are still remaining. The report consists of two sheets.

The first sheet, **Counts**, includes the following columns:

- Semester
- Year
- Course Code (Unit Code, Subject Code, and Course Code in separate columns)
- Section Number
- Registration Index Number
- Count of Special Permission Numbers
- Count of Special Permission Numbers that have been given to students
- Count of Special Permission Numbers that have not been given to students

The second sheet, **SPNumbers**, includes the following columns:

- Semester
- Year
- Course Code (Unit Code, Subject Code, and Course Code in separate columns)
- Course Title
- Credits
- Section Number
- Registration Index Number
- The number of the Round in which it was distributed
- The RUID, Last Name, First Name, NetID, and Email Address of the student to whom it was distributed
- Whether the SPN was retrieved by the student if it was distributed
- Whether the SPN has been used, regardless of whether it was distributed

You can select one or more semesters to include in the report. The report will include all courses either that have been imported, or for which Special Permission Numbers have been imported.

Requests Report

This is a detailed summary of requests that have been submitted. The report can include requests from one or more rounds (Rounds model) or one or more semesters (Rolling model), and can be filtered by one or more statuses. (The report will not include requests students have saved as Drafts but have not formally submitted.)

There is an option to include for granted requests whether the Special Permission Number has been used by the student. This data comes from the SAS mirror of the Student Data Warehouse. This mirror does get updated during the day, during which time the database runs much more slowly. A message will appear if the mirror is in the middle of being updated, advising that the report may take a few minutes to run.

The report includes the following columns:

- Semester
- Year
- Round Number (Rounds model)
- Student's RUID, name, NetID, and email address
- Whether the student is a transfer student
- Course code
- Course title
- Course credits
- Whether the student satisfies the course's prerequisites (Yes, No, N/A)
- Request ID number
- Date the request was submitted
- "Student" if the student submitted the request; the user's name if the request was submitted on a student's behalf
- The name of the reviewer who last changed the assigned section
- Whether the last change to the assigned section was manual or automatic
- The timestamp of when the assigned section last changed
- The timestamp of when the request was closed
- Status
- Registration index number, if assigned to a section
- Section number, if assigned to a section
- Special Permission Number, if the request was granted
- Whether the student has logged in to retrieve the number
- Whether the Special Permission Number was used
- Who used the Special Permission Number: "Requester" if the student associated with the request or the RUID if used by someone else

System Settings

The system settings are located under Admin > System Settings.

Accessibility

- **Use accessible interface for students:** Originally the system contained a drag-and-drop interface for students to select and prioritize the sections in their requests. That interface, however, was not fully Section 508 accessible. This was replaced with another interface that used arrow buttons to move the sections up and down within the list or from one list to the other. When checked, it will use the latter interface.

Courses

- **Subject codes:** The system uses this list of subject codes when displaying the courses on the Admin > Courses and Admin > Special Permission Numbers pages. It also is invoked by the utility that SAS-IT runs when importing special permission numbers via the file generated by the registrar's office, which includes special permission numbers for multiple departments. That utility will only import special permission numbers for courses whose subject codes are included in this list. If your department has multiple subject codes, separate them with commas.
- Default number of available slots for each section when a new course is imported: (see **Reviewing Requests / Auto-Approval Limit** on page 30).

Email

Here you can set the name and address that appears in the From header for all email the system generates, as well as the Subject line for informing students that their requests have been either granted or denied, and a WYSIWYG editor for appending a custom message to all email.

There is one other setting that is available only in the staging environment. When testing the system out, you can have the system reroute all the email to one or more email addresses rather than sending them to their intended recipients. So if you're testing the system using a student chosen at random, you would not want that student to receive the email that it generates, but rather have it sent to you. The intended recipients will be added to the subject line so you can verify that the email would have gone to the correct address. A warning message will appear at the top of every page when this value is blank.

Grades

When the system checks to see if a student has met the prerequisites for a course or has previously failed the course, it will use this list of grades.

- **The minimum grade in a course accepted as meeting the prerequisite:** This dropdown will contain a list of traditional grades: A, B+, B, C+, C, and D.
- **Non-traditional grades that also satisfy prerequisites:** Enter all non-traditional grades that should be accepted, separated by commas. The default list is PA, S, SP, TB+, TB, TC+, and TC.
- **Grades considered failing:** Enter all grades that should count towards the number of times a student has previously failed the course, separated by commas. The default list is F and U.

Note: Some schools use traditional grades that most schools do not, such as A+ and B-. To use these grades, enter them in the list of non-traditional grades. You may also submit a workorder to have them added to the dropdown list.

Homepage

This section contains three WYSIWYG editors for setting the content that appears on the homepage when users log in. There are two for students (one for when rounds are open and one for when they are not), one for system users added under User Management (e.g. department faculty and staff), and one for users who don't fit under either category.

Note: The system will look at various data sources to determine whether a user who logs in should be considered a student. In some cases, such as employees or incoming transfers, it's possible that a student will not be identified as a student and thus would not be able to access the request form. There is a workaround for this, which will be discussed in the **User Management** section on page 39. It is recommended that the "Text that appears on the homepage for non-student, non-system users" contain instructions for such students to contact your department to request access, which will require the student's NetID.

Request Review

- **Hide withdrawn requests in requests list:** Students have the option to withdraw a request for a special permission number after submitting it. If checked, these withdrawn requests will not appear in the requests list.
- **Default status filter value when auto-ranking requests:** When running the auto-ranking, you can have it process all requests, or only those that have not been manually assigned to a section. You can choose a different option every time you use the auto-ranking; this setting simply controls which one is selected by default.
- **Default value for how to handle requests with existing comments when adding bulk comments:** There is a method of adding a department comment to multiple requests at the same time. As requests may already have a department comment set, the system would need to know whether the new bulk comment should replace or be added to existing comments. You can choose a different option every time you use the Bulk Comment method; this setting simply controls which one is selected by default.
- **Default algorithm to use when auto-ranking requests:** This setting controls which algorithm is selected by default when running the auto-ranking, in case you tend

to use the same one most of the time and don't want to have to constantly select it each time. You can have no default value set, in which case you would need to select one each time.

- **Highlight students with at least this many previous failures in the requested course:** Such students would be highlighted in red.
- **Prevent a course from being finalized if assigned sections do not have enough numbers available:** Suppose there are not enough available numbers for a course (e.g. there are three students granted a special permission number for Section 04 of a course but there are only two numbers available. If this setting is not checked, the two students with the higher ranking scores would receive their numbers but the student with the lowest score would have his or her request automatically set to Denied. If this setting is checked, the system will not let you finalize the course until one of those students is either reassigned to another section or has his or her request denied, or until an additional special permission number is added for Section 04.
- **Display student grades when listing prerequisites**
- **Display student grades when listing student's course history**
- **How to sort assigned/unassigned requests on Bulk Requests page:** Either by name, RUID, or ranking score.
- **Custom instructions to appear on Finalize page (Fixed rounds) –** This is a WYSIWYG editor for you to set custom instructions on the Finalize page, such as a warning that (under the Rounds model) all requests whose status is still New will be automatically denied.

Student Requests

- **Include the Special Permission Number in the email sent to the student.:** Some departments choose not to include the special permission number in the email sent to the student when the student's request has been granted. In this case, the student must log into the system to retrieve the number.
- **Number of days within which a student must retrieve his/her Special Permission Number:** Some departments have a time limit for students to retrieve their numbers. The deadline is 11:59 PM plus the number of days defined here, starting from when the requests have been finalized or dispatched. So if the value of this setting was 3, and a course was finalized at 4:26 PM on March 5, the deadline would be 11:59 PM on March 8. After that, the number will not be displayed when the student logs in.
 - If you do not want to have a deadline, set this value to 0.
- **Message to appear when a student retrieves a Special Permission Number after it has expired:** Displayed only when using a deadline.
- **Display student grades when listing prerequisites**

User Management

In order to access the system, users need to log in with a valid NetID. Once logged in, users then fall into one of three categories:

- **System Users:** These are users who have been added to the system by an administrator under User Management with one or more roles. A “role” is an access level with a defined set of permissions. Department administrators and request reviewers are roles that system users may have.
- **Students:** These are users identified by university records as being active students. They do not need to be added to the system under User Management.
- **Other:** These are users who are not in the system as users, and who are not identified as students. They may be either university faculty or staff who do not have permission to use the system, or they may be students who for whatever reason are not being identified as students, such as incoming transfers. Upon logging in, these users will see a message advising them that they do not have permission to access the system. (This message can be changed under System Settings; see **System Settings / Homepage** on page 37.)

For students who fall into the “Other” category, a user role called “Other Students” has been set up. These students should be added to the system as system users with only that role.

Users

To see a list of system users and their roles, go to Admin > User Management.

Users can be added via Admin > User management > List Users > Add User. Under Identity, enter the user’s NetID, followed by the user’s name and email address. Select one or more roles, and then click the **Submit** button.

To edit a user, click edit from the user list. Modify the appropriate information and click **Submit** to save. When editing the roles for an existing user, it may take a few minutes for the change to take effect if the user is currently logged in. This is because the user’s roles are cached in order to improve the system’s performance. If the user needs the changes applied immediately, the user can log out (which will empty that cache) and then log back in.

Roles

To see a list of system users and their roles, go to Admin > User Management > List Roles.

Access to adding roles has been disabled by university directive. Submit a workorder if you need a new role added.

To edit a role, click `edit` from the role list. Modify the appropriate information and click `Submit` to save.

Permissions

Access to permissions management has been disabled by university directive. Submit a workorder if you need changes to be made to the permissions.

What are central roles?

Central roles are roles automatically assigned to users based on their university records. These roles are defined by SAS-IT for use in many different SAS-IT web applications. Central roles may include all New Brunswick faculty or all SAS Personnel staff. The SPN system is initially set up to use the Student central role, for example. Roles you would add to the system yourself would most likely be local roles.

Change Log

Version 2.0.6 – January 4, 2021

Bug Fixes

- When instant-approving an individual request from the request view page, the Email Sent flag was not being updated properly.

Version 2.0.5 – December 17, 2020

Bug Fixes

- Prerequisite statuses were not being displayed for some courses that have a single prerequisite.

Version 2.0.4 – December 8, 2020

Bug Fixes

- A blank screen would result when attempting to reclaim an SPN from a request.

Version 2.0.3 – November 25, 2020

Bug Fixes

- When dispatching or finalizing a course, all students approved for a given section were being assigned the same special permission number.
- A blank screen would result when SAS-SPN could not connect to the service that provides real-time course enrollment data. SAS-SPN is now able to properly handle a failure to connect to that service.

Version 2.0.2 – November 11, 2020

Bug Fixes

- Some users were not receiving the proper access permissions when first logging in, resulting in the message, “This system is for students only.”

Version 2.0.0 – September 18, 2020

New Features

- SAS-SPN has been upgraded for compatibility with a new version of the programming language that runs it.
- The upgrade also required two new utilities for generating spreadsheets. One has full formatting options but uses a lot of server memory, while the other uses far less

memory but has extremely limited formatting options. SAS-SPN will automatically switch between the two based on the amount of data to be exported.

Minor Enhancements

- HTML-based email generated by SAS-SPN now uses an updated banner image without the old Rutgers shield device.

Minor Bug Fixes

- Fixed a few minor behind-the-scenes bugs that were generating warnings in the server's error log but that did not affect SAS-SPN's performance or operation.

Version 1.8.13a – August 26, 2020

Bug Fixes

- A blank screen would result when trying to issue a student a new SPN when no available SPNs remained for that section.

Version 1.8.13 – July 23, 2020

Bug Fixes

- When class schedules were being displayed, only lecture, lab, and recitation meetings were being included. Now all meetings are displayed.

Version 1.8.12 – June 1, 2020

Bug Fixes

- When an ineligible student logs in during a restricted round, the help message was showing the date of when the next round closes rather than when it opens.

Version 1.8.11 – May 27, 2020

Bug Fixes

- Updated the RUID form element validator to accept RUIDs beginning with 2.

Version 1.8.10 – January 14, 2020

Bug Fixes

- If a request was being withdrawn for a student, the generated email was being sent to the student before any changes to the Department Comment field were saved, so the new comment was not being included in the email.

Version 1.8.9 – December 9, 2019

Bug Fixes

- If a request was being granted immediately, any text entered into the Department Comment field was not being included in the email sent to the student unless the request was saved first and then granted.

Version 1.8.8 – November 8, 2019

Bug Fixes

- An error would occur when renewing a granted SPN if the form was submitted with a change to the student's email address.

Version 1.8.7 – October 23, 2019

Bug Fixes

- Fixed a database query that was making the manual request form take up to 30 seconds to load.

Version 1.8.6 – October 22, 2019

Bug Fixes

- On the manual request form, the student's prerequisite status was not being saved properly.

Version 1.8.5 – October 22, 2019

New Features

- Enrollment data (projected and registered) now comes from a source updated every 15 minutes.
- A new data synchronization process updates the list of classroom capacities once a day.

Bug Fixes

- If an SPN in the system was used by a student, and the SPN wasn't assigned to the request, the system was incorrectly accounting for it. It was being considered as available, but when finalizing, it was being considered as used. This led to the set of available SPNs being depleted before all of the assigned requests were granted.
- The error message for the above bug was displaying the internal ID for the section, and not the section number or registration index number.
- The "Special Permission Number Counts by Course and Section" report may have contained some duplicate rows with confusing data. Some section numbers were being stored in the database with trailing spaces.
- On the manual request form, the student's prerequisite status was not being loaded properly.

- On the manual request form, there was a problem selecting a course for a student who already had a closed request for the same course in the same semester.

Minor Enhancements

- When creating a manual request and searching for a student, the search form will redirect to the manual request form page if the search returns a single result.
- When the SDW sync detects that an SPN has been used, it will save a timestamp rather than simply marking it used. (This timestamp isn't currently being displayed, and it reflects the time of the sync, not the time the student registered with the SPN.)
- The finalization page will display counts of how many requests will be approved or denied if the finalization process is run.

Version 1.7.6 – June 28, 2019

Minor Enhancements

- The email sent to students when their SPN requests are granted now includes the registration index number of their assigned section.

Version 1.7.5 – February 19, 2019

Bug Fixes

- An error would occur when displaying the request of a student with no corresponding term segment in the SDW, such as if a student was denied for an SPN and subsequently withdrew from school.
- An error would occur when displaying the SPN deadline renew page if the SPN granted to the student had since been reclaimed.

Minor Bug Fixes

- When a restricted reviewer views the details of a request, the student's request history would contain links to all of the student's other requests, including those for courses the reviewer does not have permission to see. Such links have been removed, and only those requests the reviewer does have permission to see are linked.
- An error message was displayed when a restricted reviewer navigates to a request in a non-allowed course. The system should have displayed a warning message and redirected the user back to the course list. Requests in non-allowed courses are no longer linked.

New Features

- A new setting controls which grades are accepted when considering whether a student has satisfied a prerequisite. Previously the list of accepted grades was hard-coded and the minimum accepted traditional grade was D. Support for temporary grades has also been added.

Minor Enhancements

- The student's empty schedule grid will not be displayed when viewing a request if the student has no corresponding term segment in the SDW.
- Majors and minors with option codes will now be displayed with a hyphen. Some schools use numeric option codes, such as option 5 for major 540, which will now be displayed as 540-5 rather than 5405.

Version 1.7.2 – January 11, 2019

Bug Fixes

- The automated task that updates whether granted SPNs have been used was failing to complete when there were no requests in a round. When it failed to complete, the task to update students' class registrations did not begin.

Version 1.7.1 – December 17, 2018

Bug Fixes

- The URL was incorrect in the flash message that appears when a student with an unretrieved SPN logs in, leading to a "You are not allowed" error message.
- When determining prerequisite fulfillment status, grades were not being checked for EXCH courses, so students who had failed EXCH prerequisites were considered as fulfilling that requirement.
- In the course-level algorithm settings, an error would result when adding or changing the weights for declared majors.
- An error would result after saving changes on the course-level algorithm settings page if the course had no open requests.
- The email sent to a student when an unassigned request was assigned to a section and immediately granted did not include the section number. If the request was reassigned to a different section and immediately granted, the email included the old section number. This did not affect requests that were assigned and granted in separate steps.

Minor Bug Fixes

- When reviewing a request, the page should automatically redirect when the round and course IDs in the URL don't match those of the SPN request being viewed. This redirect was not being done.
- The round navigation dropdown was missing from some of the review pages.

New Features

- A new setting controls whether to consider a student's current enrollment in a prerequisite course as satisfying the prerequisite requirement.
- The auto-ranking score can now consider declared minors.

Enhancements

- New classrooms have been added for CoRE, Chemistry & Chemical Biology, Physics, Richard Weeks Hall of Engineering, Institute for Food Nutrition & Health, Honors College, Foran Hall, and Rutgers Academic Building.
- Classroom capacities have been updated for Hill 116 and SERC 120.

Version 1.6.7 – November 29, 2018

Minor Bug Fixes

- Assigned reviewers were not being listed properly on the course review page.

Version 1.6.6 – November 7, 2018

Minor Bug Fixes

- Requests with a ranking score of 0.000 were being assigned to sections if possible, but the efficiency statistics were incorrectly counting them as Denied (ineligible).

Version 1.6.5 – November 5, 2018

Bug Fixes

- An error would result when trying to create a manual request between two rounds when it was closer to the end of the previous round than to the beginning of the following round.

Enhancements

- A non-SAS-branded Rutgers email banner is now available for non-SAS clients.

Version 1.6.4 – November 1, 2018

Bug Fixes

- When a course was finalized, the assigned section was being erased from granted requests. Students would be informed of the SPN, but the section number was blank.

Version 1.6.3 – October 10, 2018

Bug Fixes

- Previous failures were being miscounted, showing as zero for many students who had failures.
- The section number was not being displayed when a student retrieved an SPN if the section had since been deactivated.
- The system was unable to handle duplicate sections, where two sections for the same course (in different summer sessions) had the same section number but different

registration index numbers. Such sections will now have DU (or whatever the `course_suppl_cd` may be) appended to the section numbers.

- When running the auto-ranking with the stop point or classroom capacity options selected, students who were already registered in a section were being counted twice.
- When running the auto-ranking, the auto-approval limit was not properly accounting for requests already assigned, so the limit was effectively acting as “maximum number of requests to assign during this particular run.”
- A blank page would result when viewing the student page of a student who did not have a NetID listed in the SDW.
- Student-withdrawn requests were still being listed on the My Requests page.

Minor Bug Fixes

- The “SPN Used” column on the student page request list was displaying the wrong data field, so it would always show “Yes”.
- It was possible to submit the manual request form with no sections selected by first selecting a course, selecting a section (which enabled the **Save** button), and then selecting a different course, which did not disable the **Save** button.
- It was possible to add a new round without selecting a semester.

Known Issues

- Selecting a course and a section on the manual request form enables the **Save** button. In some versions of Firefox, the **Save** button will still appear to be disabled. Moving the mouse pointer over the **Save** button will make the button appear properly.

New Features

General

- The version number and date are now displayed under Help > About.
- There is a new setting to display text on the homepage when between rounds.
- The login inactivity timeout has been increased from 30 minutes to 2½ hours.

Rounds

- The **Current Semester** setting has been removed. Now courses and SPNs can be administered for any semester at any time. Additionally, rounds for multiple semesters can be open at the same time, such as for Summer and Fall. (Multiple rounds for the same semester still cannot be open at the same time.)
- The global **Rounds/Rolling** setting has been removed. Now each round can be configured to be either **open-ended** (like the old rolling model) or **fixed** (like the old rounds model).

Student Portal

- A yellow notification message will appear if the student has an unretrieved SPN and the retrieval deadline has not yet passed.
- When creating a new request, students will see their own prerequisite status as well as any section notes or print comments associated with the course from the Course Data

Warehouse or custom instructions (see below). A separate setting controls whether the student's grades are displayed in the prerequisite status table.

Courses

- Custom instructions can set for each course, which are displayed to students when submitting requests for that course. The instructions are specific to each semester, but instructions from previous semesters can easily be copied forward.
- A new setting controls whether sections with the **print_flag** set to **N** are displayed to students. If not, students will not be able to select them, but they may still be selected when departments submit requests for students.
- An automated process updates the lists of courses and sections daily.

Special Permission Numbers

- SPNs that have been previously retrieved can now be re-added to the pool. This is for students who had retrieved their SPNs but no longer need them.
- A new interface allows SPNs to be deleted from the pool.
- A new tab in the "Special Permission Number Counts" report contains all of the Special Permission Numbers for the selected semester.

Special Permission Numbers

- A checkbox on the Manual Request page will redisplay the form once it has been submitted.

Students

- There is now a single list of all students in the system, including RUID, name, NetID, transfer student status, semester of the most recent SPN request, and the number of SPN requests.
- Viewing a student record will show the Student Information panels for the current semester and the semester of the most recent SPN request, along with a list of the student's SPN requests.

Auto-Ranking

- Global auto-ranking parameters can now be locked, meaning that their settings cannot be overridden at the course level.
- The matrix describing how the assignment limits are calculated has been improved.

Request Statuses

- A new status has been added called **Pending Denial**. This is to identify requests that are intended to be denied, differentiating them from other requests that simply haven't been assigned to a section yet. Requests with this status will not be auto-assigned, and have their own separate disposition when a course is dispatched in an Open-Ended round.
- Open requests can now be withdrawn by departments.
- Requests can now be added by departments for students who already have requests for that course in that round. This is in case a student received an SPN for one section but

now needs to register for a different section. An additional request can only be added if the original request has already been closed.

- Reviewers can now defer a request, which will move it automatically to the following round in a new section called “Deferred Requests.” The status of the request will revert to New. Students will not be able to modify deferred requests; they can still withdraw and resubmit.

Request Review

- The default listing of rounds on the request review index will list all rounds that have open requests. Rounds with open courses will not be listed by default one week after the end of that semester’s Add-Drop period.
- The following data is now displayed directly in the request queue list:
 - NetID
 - Declared major(s)
 - Declared minor(s)
 - Prerequisite status
 - Submit date/time
 - SPN used
- The request queue now displays counts of various properties of open requests: status, section of current registration, assigned section, GPA, credits, majors, and minors.
- The request queue can now be exported to an Excel spreadsheet.
- Departments can now bulk-close requests submitted by students who are already registered for one of the sections they requested.
- When the auto-ranking is run, the history log entry for each request will include a breakdown of how the score was calculated.
- An automated process that runs daily will update students’ prerequisite statuses and current registrations, and whether retrieved SPNs have been used. Changes to the latter two data points will be logged in the request history.
- The request report now includes the timestamp for when the assigned section for the request was changed (whether from one section to another, or from unassigned to assigned or vice versa), the name of the reviewer who changed it, and whether the change was automatic or manual.
- The student’s semester class schedule is now displayed in a grid. Hovering over a class period in the grid will highlight the corresponding course in the tabular schedule and vice versa.

Version 1.5.6 – November 3, 2017

Bug Fixes

Admin portal

- For Admin users, the current active round was defaulting to next round while there was a previous active round still open\.

Version 1.5.3 – October 18, 2017

New Features

Admin portal

- Reviewers can create closed requests for students when the round is not open.

Version 1.5.2 – October 13, 2017

Bug Fixes

Admin portal

- There was a problem when saving a department-created request for a non-transfer student who did not have a record in the system already. The page would be redisplayed with no error message. Transfer students, students already in the system, and students who self-registered were not affected.

Version 1.5.1 – August 25, 2017

New Features

Admin portal

- If the SPN retrieval timeout has expired and the student has not yet retrieved the SPN, the system can re-send the email to the student and reset the timeout.
- The above function can also be used to issue a replacement SPN to the student, with the option to recycle or discard the original SPN.
- Unretrieved SPNs can now be recycled *en masse* so that they may be reissued to other students without having to obtain new SPNs from the registrar.
- The request lists now identify transfer students, and a ranking score parameter for transfer students is now available.
- Request reviewers can now be assigned to individual courses.
 - To enable this feature, the `Restricted to specified courses` permission must be enabled. Users in roles with that permission will be restricted to the courses to which they are assigned.
 - If there are no users in such roles, or no roles that have that permission enabled, the feature will not be available.
- Requests can be granted (and SPNs issued) individually without having to wait for dispatching or finalizing the course.

Minor Enhancements

Admin portal

- In the request view the student's email address is now a hyperlink.

Version 1.4.6 – August 2, 2017

Bug Fixes

Admin Portal

- Admin > Courses would list all sections for a course, but changes were only being processed for those sections that existed at the time the course was first imported.

Version 1.4.5 – July 20, 2017

Bug Fixes

Admin Portal

- The system was miscalculating the ranking scores for students with multiple majors.
- When running the auto-assign, the system would limit the number of students in each section by either the per-section Auto-Approval Limit or the classroom capacity. It was not considering the stop point, the number of available SPNs, or the enrollment.
 - Now then the auto-assign is run, you can select what type of limits to use, at least one of:
 - Auto-Approval Limit
 - Classroom space (capacity minus enrollment, minus any assigned requests not being auto-re-assigned)
 - Registration space (stop point minus enrollment, minus any assigned requests not being auto-re-assigned). There's also an option to exceed the stop limit by an arbitrary amount.
 - Number of available SPNs
 - A table will show up to how many students will be auto-assigned to each section based on the selected limits.
- If the current semester was set to a value in the future, and no rounds had been defined for it, an error would sometimes occur when viewing requests.
- An error would occur if the form on the Admin > Courses > Course Sections page was submitted with one or more blank values under Auto-Approval Limit. Blank values are now converted to zero.
- Users in roles who had the "View request details" permission but not the "Administer requests" permission were still able to make changes to requests. They will now see the read-only version of the request.
- Students in courses with an "Any course equal or greater than _" prerequisite were considered as having met the prerequisite if they had passed any course with an equal or greater course number than the prereq course. After checking with the Office of the Registrar, they will be considered as having met the prerequisite only if they had passed a course with an equal or greater course number in the subject code of the prereq course.

Student Portal

- Students could edit their requests after they had been submitted if the round was still open and the request had been tentatively assigned to a section; doing so would set the status back to New, which could produce unexpected results. In that situation students will now see the expected read-only view of the request.

SAS-IT Utilities

- The SPN import script was not adding semesters for rolling-model departments.

- Got rid of session destroy message and other PHP notices when running SPN import script.

Minor Bug Fixes

Admin Portal

- A message would say "You are viewing a previous round" when viewing requests from a round other than the current round, whether the round being viewed was in the past or the future.
- The statistics displayed after running the Auto-Assign were sometimes inaccurate; ineligible students (those with negative ranking scores) were being double-counted.
- The form on the ranking parameters page is now validated to prevent bad data from being submitted.
- If the current semester was set to a value in the future, and no rounds had been defined for it, a help message on the Admin > Special Permission Numbers page would refer to the semester of the most recently completed round. Any SPNs added would be associated with the current semester.
- The "Default status filter value when auto-ranking requests" setting wasn't being rendered with a drop-down.

Student Interface

- When a student submits a request form, and the system determines that the form data was not valid, the form gets redisplayed with the appropriate error messages and repopulated with the submitted data. Any section choices made were not being repopulated.

New Features

Admin Portal

- Can now set and edit the Notification Date in the rolling model.
- Students' ranking scores are highlighted in red in the request list if their ranking scores are negative (i.e. those who will be ignored by the Auto-Assign).
- The title displayed on the home page of each instance is now an editable setting.
- Can now change the current semester from the Semesters admin page in addition to the Settings page.
- The list of requests now includes the submit time.
- There is an option to set a course as "hidden," meaning that students can't submit requests for it but department staff can.
- Setting individual sections as hidden is planned for a future version.
- The Requests Report now includes the request's ID number, the submit date, whether it was submitted by the student or by a staff member, the closed/finalized date, and the student's email address.
- Navigation buttons now appear on all pages associated with reviewing requests for an individual course.
- A request's status can now be changed back to New. "New" requests are ignored when the course is dispatched (rolling model).

- On the dispatch screen, dropdowns will appear asking what to do if there are any Unassigned or Unassigned (auto) requests. For each status you can say Do Not Process (skip) or Process (deny & close).
- The Administrator's Guide is now accessible under the Help menu.

Student Portal

- On the course request page, the course's prerequisites are displayed.
- The student info page now displays the student's GPA, credits, school, year, declared major(s), and declared minor(s), so that the student can be alerted if anything is inaccurate.

General

- The "Home" menu in the navigation links back to the landing page where all departments are listed. All departments are now listed separately under Home, to enable the user to redisplay the department's custom home page.

Minor Enhancements

Admin Portal

- The system still contained some references to "Committee." These have been changed to "Department."
- The "Requests" menu in the navigation had been renamed to "Courses" at Math's request. For all other departments, this menu has been renamed "Requests to Review."

Version 1.3 – March 9, 2017

Bug Fixes

Admin Portal

- When adding a new semester, the new semester wasn't being added and a message was saying that the semester was successfully updated.
- The Special Permission Number Report was miscalculating the results. (#8514, #8576)
- SPNs added with just a registration index number weren't showing up in reports.
- The "maximize number of requests granted" algorithm was completely rewritten:
- Runs the greedy algorithm first
- Compiles a list of sections that have available slots
- Compiles a list of sections that were requested by students who were not matched
- Goes through the matched requests by ranking score from low to high. Flags those that were granted a section requested by the unmatched AND also requested one or more sections still available as reassignable.
- Goes through the unmatched requests by ranking score from high to low. For each, it goes through the requested sections and the reassignables thereof, and rematches the first one it can.
- Repeat from step 2 until it goes through an iteration without making any changes or a maximum of 20 times
- The counts on the course list were wrong. Now it will show the number of active sections and the total number of requests for the current semester.

- With the Rounds model, it will also show the number of requests and whether the course has been finalized for the current round.
- With the Rolling model, it will also show the number of requests still open.
- For some students, their class year, major, GPA, and credits were being pulled from the wrong semester.

Student Portal

- Students would get a blank page when viewing one of their requests from a previous semester if it was for a course not offered during the current semester.

General

- Patched various security vulnerabilities.

Minor Bug Fixes

Admin Portal

- On the bulk request page, the right-side pane wasn't extending all the way to the bottom.
- An error would occur when running a report when the database was empty.
- When sorting the request list by Previous Failures or Current Reg, some of the table cells had white text on a very light blue background.
- When hovering over a course in a student's schedule that has separate meeting listings, only the top meeting was being highlighted.

New Features

Admin Portal

- Requests can now be submitted by system users on a student's behalf. Right now the submitted request will be automatically granted and a Special Permission Number sent to the student.
- Submitting a manually created request to the pipeline to be processed with all the other requests is not yet implemented.
- SPNs can be added without selecting a course first, and they can be added with just the Registration Index Number.
- State-saving for DataTables has been implemented.
- When viewing a request, the student's previous requests will also be displayed.
- When viewing a request for a course with prerequisites, they will be displayed along with whether the student has satisfied them.
- Icons in the request list will indicate requests for which students have added comments, and comments will appear in a tooltip when hovering over them.
- The semester or rounds drop-down will be disabled on pages where it does not make sense to change to another semester or round, such as when viewing an individual request.
- The finalize page will now include a user-editable warning message.
- Non-students are automatically redirected to the course list when logging in.

General

- A new INI setting controls whether a tenant's name is listed on the landing page.
- Added an instance for the Bloustein school.
- Added a command-line interface for importing special permission numbers.

Miscellaneous

- Changed the banner image from the old GIF to the new PNG.
- Updated Zend to 1.12.20, JQuery to 1.7.2.

Version 1.2 – May 4, 2016

Bug Fixes

Admin Portal

- It was possible to enable the Declared Major global algorithm setting without selecting any majors. The form will now display a friendly error message in this situation.
- Admin > Courses would display a blank page if there were no rounds defined for the current semester.
- After unlocking a course both messages Course unlocked. and Course locked. would be displayed simultaneously.
- Requests for students currently registered in a requested section were not being highlighted if there were multiple requested sections and the registered section wasn't first in the list.
- When viewing a finalized course, a message would say You finalized this course even if someone else finalized it.
- The capacity of a classroom would display as 0 if it wasn't available. A warning message now appears, and the algorithm will ignore the capacity restriction for that classroom.
- The requests list was taking a long time to load. The query that generates it has been refactored and the list loads much more quickly.
- The warning on the finalization page about insufficient numbers available would not display under certain conditions. The query that generates the message has been refactored so the message now displays always.
- The finalization routine only included requests with the Committee-Assigned, Committee-Unassigned, Auto-Assigned, or Auto-Unassigned statuses. It did not include requests with the New status, such as those that the user did not process in a course for which the user did not run the algorithm. Finalization now includes New requests.
- When viewing a New request and clicking Save without assigning it to a section, the status would remain New. It now will be set to Committee Unassigned.
- The course list under Admin > Courses was not restricting courses to the current semester.
- A new setting prevents users from finalizing a course if not enough numbers are available.
- In some circumstances, such as changing from Disabled to Enabled or from Inherit to Enabled, changes made to the weight of a course-level algorithm parameter were not being saved.
- Values in the "Number of Sections" column on the Admin > Courses > Import table were being sorted as text.

Student Portal

- It was possible for students to submit a request with no sections selected. The form will now display a friendly error message in this situation.
- When a round closes, the link to the requests page is hidden. But if a student tried to access it nonetheless, either through a bookmark or if the round had just closed, it would cause a database error. It now redirects the student with a friendly error message.
- The list of courses contained all courses in the system, not just those for the current semester.

New Features

Admin Portal

- There is a new interface for adding Special Permission Numbers to the system. Numbers can be added for one section at a time or in bulk (multiple sections for the same course).
- Special Permission Numbers can now be referenced internally either by section number or registration index number.
- There is a new algorithm method that maximizes the number of requests granted. It starts by running the original greedy algorithm, and then if there are unmatched students it tries to move matched students into different sections. The original greedy algorithm is still available.
- Algorithm settings can now be made negative to count against students.
- The Bulk Requests page now displays counts of total and remaining SP Numbers.
- A drop-down in the navigation bar allows users to switch between rounds while in the Requests section.
- The algorithm will not run if there are no enabled parameters.
- Warning messages about insufficient available numbers appears in more places now, not just on the finalize page.
- A new Excel report called "Special Permission Number Counts by Course and Section" is available under Admin > Reports. It can be filtered by semester.
- A new Excel report called "Student Requests" is available under Admin > Reports. It can be filtered by semester, round, or status. An additional option will check to see if the number has been used. (That information is contained in our copy of the Student Records Database, which is updated once a day. A message appears if the database is being updated, as it may prolong the amount of time needed to check that value.)
- The Auto-Approval Limits page now shows the number of requests for the current round in addition to for all rounds in the current semester.
- The list of unassigned requests on the bulk page is indeterminately sorted by default. Then when the first change is made (even moving an assigned request to a different section) the unassigned requests are sorted. So it looks like something has changed with the list of unassigned requests even though it really hasn't. A new setting controls whether the requests are sorted by name, RUID, or ranking score.
- There is a new interface for adding new semesters to the system.

Student Portal

- There is a new method to allow students to withdraw a request. Access to this method is controlled under Admin > User Management > Permissions.
- The interface for students to rank their preferred sections has been replaced with one that does not rely on the JQueryUI library's Sortable widget, which is not considered accessible. A new global setting can switch between the new and old interfaces.

General

- In addition to the Homepage Text settings for students and system users, there is a new setting for users who don't fit into either category.
- Multitenancy support has been added.

Miscellaneous.

Admin Portal

- Tooltip on bulk edit page was saying NaN for ranking score if rankings hadn't been run yet. Now shows a dash if GPA, credits, or score are null.
- Drag/drop bar for requests would say 0.00 for ranking score if rankings hadn't been run yet. Now says unranked.
- Removed some old code for manually entering students' GPA, major, and credits.

Student Portal

- Page title when viewing a request now has the student's name and RUID rather than just "View Request"
- "My Special Permission Number Requests" for students is now just "My Requests"

General

- The page load time is no longer displayed in the footer on production.

Version 1.1 – August 24, 2015

New Features

General

- Created a local student role so that students who are not detected as being students from their LDAP data can log in.

Version 1.0 – August 20, 2015

- The system is launched.