

**From:** Burzynski, Karen J.

**Sent:** Tuesday, April 28, 2015 2:28 PM

**To:** Goltermann, Michael J.; Aguiar, Aracely; Jones, Walter C.; Walton, Kathy S.; Ichon, Eric; Sloan, Barry; Foster, Adrienne A.

**Cc:** Sprague, Robert L.; Braxton, Phyllis; Davillier, Kimberly D.; Kelley, Joy N.; Lyles, Ashanti D.; Fierro, Judith; Tillberg, Rebecca W.

**Subject:** RE: Permission Codes

**Importance:** High

Hi All,

We would like to begin using permission codes for restricted enrollment in summer 2015. Please see the attached file for a list of summer class sections with zero seat limits. You'll need to determine the specific code for each restricted program, send Michael the list of students for each code and send Karen a list of sections (and seat limits) for each code.

When a permission code is entered on a student's record and the matching code is entered on a specific class section, that student will be able to enroll online. That means you won't have to process add cards/sheets; and Admissions & Records won't have to process all those manual enrollments. At the same time, only students with the correct permission code on their record will be able to enroll in the restricted sections.

The campus must decide what the permission codes will be for each restricted program. Valid codes are 1-9 and A-Z. Suggestions are:

- A for ALD HTH sections at UCLA
- B for Black Scholars
- C for Brotherhood Crusade
- D for DEN HY program sections
- H for the H1B Grant
- I for International Online program
- J for Jumpstart
- P for POPP
- S for STEM
- U for Upward Bound
- X for Puente
- Y for Spanish Abroad
- Z for Summer Bridge

I will be at the District Office all day tomorrow, but will add this topic to the agenda for tomorrow's Deans' meeting.

Regards,  
Karen Burzynski

Academic Scheduling Specialist  
West Los Angeles College  
310-287-4297

**From:** Goltermann, Michael J.  
**Sent:** Tuesday, April 28, 2015 11:17 AM  
**To:** Aguiar, Aracely  
**Cc:** Sprague, Robert L.; Burzynski, Karen J.; Braxton, Phyllis  
**Subject:** Permission Codes  
**Importance:** High

I tested the permission codes after Karen generated a restricted section and they work. If you want us to start using them, we will. I'll just need an emailed list of:

1. Student names,
2. Student IDs
3. Permission codes (A-Z)

Each student can only have up to three codes attached at one time. But I think that each code can be attached to more than one section, so I don't think that's a huge problem.

I'll be the point of contact for the first couple of tries and then I'll hand it off to A&R staff.

Michael Goltermann  
Dean of Student Services  
West Los Angeles College  
P: 310-287-4579  
F: 310-287-4327

As of  
1/0/00  
2,361

SECTION LISTING REPORT - West Los Angeles College -

Summer 2015

As of 4/28/15

157 201

Enrolled	Type	Status	Course	Sect	Seq	Begin	TBA	End	Days	MOI	Instructor	Room	Start Date	End Date	Seat Lmt	Learning Community
9	STD	OPEN	ALD HTH 046CO	9646	1	8:00 AM		4:05 PM	M	L	LEGASSICK, TODD	U CLA	6/15/2015	8/30/2015	0	General
	STD	OPEN	ALD HTH 046CO	9646	2	8:00 AM		11:05 AM	T	N	LEGASSICK, TODD	U CLA	6/15/2015	8/30/2015	0	General
9	STD	OPEN	ALD HTH 047CO	9647	1	8:00 AM		1:10 PM	W	L	LEGASSICK, TODD	U CLA	6/15/2015	8/30/2015	0	General
	STD	OPEN	ALD HTH 047CO	9647	2	11:10 AM		2:15 PM	T	N	LEGASSICK, TODD	U CLA	6/15/2015	8/30/2015	0	General
9	STD	OPEN	ALD HTH 048CO	9648	1	8:00 AM		3:05 PM	R	L	LEGASSICK, TODD	U CLA	6/15/2015	8/30/2015	0	General
	STD	OPEN	ALD HTH 048CO	9648	2	8:00 AM		11:50 AM	F	N	LEGASSICK, TODD	U CLA	6/15/2015	8/30/2015	0	General
42	STD	OPEN	ALD HTH 050CO	9650	1	8:00 AM		5:20 PM	MTWRF	N	LEGASSICK, TODD	U CLA	6/15/2015	8/30/2015	0	General
0	STD	OPEN	ALD HTH 052	9612	1	8:10 hrs TBA				L	LEGASSICK, TODD	U CLA	4/1/2015	7/14/2015	0	General
0	STD	OPEN	ALD HTH 052	9613	1	8:10 hrs TBA				L	LEGASSICK, TODD	U CLA	4/4/2015	7/11/2015	0	General
0	STD	OPEN	ALD HTH 052	9615	1	12:20 hrs TBA				L	LEGASSICK, TODD	U CLA	5/4/2015	7/9/2015	0	Upward Bounc
0	STD	OPEN	ALD HTH 052	9616	1	12:20 hrs TBA				L	LEGASSICK, TODD	U CLA	6/9/2015	8/11/2015	0	General
0	STD	OPEN	ALD HTH 052	9617	1	13:50 hrs TBA				L	LEGASSICK, TODD	U CLA	7/9/2015	9/9/2015	0	General
0	STD	OPEN	ALD HTH 052	9618	1	13:50 hrs TBA				L	LEGASSICK, TODD	U CLA	8/3/2015	10/1/2015	0	General
0	STD	OPEN	ALD HTH 052	9619	1	15:30 hrs TBA				L	LEGASSICK, TODD	U CLA	8/10/2015	10/1/2015	0	General
0	STD	OPEN	ALD HTH 052	9620	1	12:20 hrs TBA				L	LEGASSICK, TODD	U CLA	8/5/2015	10/8/2015	0	General
0	STD	OPEN	ARC 160	9530	1	4:40 PM		7:50 PM	MR	L	GUILLEN, ALAN	LA IAD	6/15/2015	8/9/2015	0	General
	STD	OPEN	ARC 160	9530	2	6:30 hrs TBA				N	GUILLEN, ALAN	LA IAD	6/15/2015	8/9/2015	0	General
0	STD	OPEN	ARC 161	9532	1	6:00 PM		6:50 PM	MR	L	KING, JASON	LA IAD	6/15/2015	8/9/2015	0	General
	STD	OPEN	ARC 161	9532	2	4:25 hrs TBA				N	KING, JASON	LA IAD	6/15/2015	8/9/2015	0	General
0	STD	OPEN	ARC 180	9534	1	6:50 PM		7:55 PM	MR	N	KING, JASON	LA IAD	6/15/2015	8/9/2015	0	General
	STD	OPEN	ARC 180	9534	2	1:50 hrs TBA				N	KING, JASON	LA IAD	6/15/2015	8/9/2015	0	General
0	STD	OPEN	ARC 201	9535	1	8:00 AM		8:50 AM	MR	L	SMITH, CARL	LA IAD	6/15/2015	8/9/2015	0	General
	STD	OPEN	ARC 201	9535	2	8:50 AM		9:55 AM	MR	N	SMITH, CARL	LA IAD	6/15/2015	8/9/2015	0	General
	STD	OPEN	ARC 201	9535	3	8:20 hrs TBA				N	SMITH, CARL	LA IAD	6/15/2015	8/9/2015	0	General
0	STD	OPEN	ASTRON 001	370	1	8:00 AM		10:05 AM	MTWRF	L	BELL, ELIZABETH	MSA 012	6/15/2015	7/19/2015	0	Upward Bounc
0	STD	OPEN	BIOLOGY 285	416	1	3:00 PM		4:50 PM	TWR	L	ZUK, PATRICIA	MSA 303	6/15/2015	7/26/2015	0	STEM
0	STD	OPEN	CHEM 285	503	1	9:35 AM		11:40 AM	F	L	BAHTA, ABRAHA	MSA 405	6/15/2015	7/26/2015	0	STEM
	STD	OPEN	CHEM 285	503	2	3:50 hrs TBA				L	BAHTA, ABRAHA	MSA 405	6/15/2015	7/26/2015	0	STEM
0	STD	OPEN	CO SCI 185	9565	1	10:00 AM		11:50 AM	S	L	PATEL, MANISH	CE 105A	6/15/2015	7/26/2015	0	HIB Grant
	STD	OPEN	CO SCI 185	9565	2	1:05 hrs TBA				L	PATEL, MANISH	ON LINE	6/15/2015	7/26/2015	0	HIB Grant
23	STD	OPEN	DEN HY 097	7007	1	8:50 hrs TBA				N	OGAMI AVILA, JOY	CLIN IC	6/15/2015	7/26/2015	0	General
	STD	OPEN	DEN HY 097	7007	2	8:50 hrs TBA				N	SERMENO, CARLOS	CLIN IC	6/15/2015	7/26/2015	0	General
0	STD	OPEN	EDUC 230	7715	1	11:50 hrs TBA				N	STERN, JOSHUA	ON LINE	8/3/2015	8/23/2015	0	International
0	STD	OPEN	ENGLISH 021	929	1	8:00 AM		9:25 AM	MTWR	L	MANNER, KIMBERLY	GC 150	6/15/2015	8/9/2015	0	Summer Bridge
0	STD	OPEN	ENGLISH 021	930	1	8:00 AM		9:25 AM	MTWR	L	ALEXANDER, ANN	GC 320	6/15/2015	8/9/2015	0	Summer Bridge
0	STD	OPEN	ENGLISH 028	952	1	10:20 AM		11:45 AM	MTWR	L	PILARO, JOSEPH	GC 160	6/15/2015	8/9/2015	0	Summer Bridge
0	STD	OPEN	ENGLISH 028	953	1	10:20 AM		11:45 AM	MTWR	L	NORRIS-BELL, CLARE	GC 340	6/15/2015	8/9/2015	0	Summer Bridge
0	STD	OPEN	ENGLISH 028	954	1	10:20 AM		11:45 AM	MTWR	L	STAFF, STAFF	ROOM TBA	6/15/2015	8/9/2015	0	Summer Bridge
0	STD	OPEN	ENV 101	9542	1	8:00 PM		8:50 PM	MR	L	TAYLOR, WILLIAM	LA IAD	6/15/2015	8/9/2015	0	General
	STD	OPEN	ENV 101	9542	2	8:50 PM		9:55 PM	MR	N	TAYLOR, WILLIAM	LA IAD	6/15/2015	8/9/2015	0	General
	STD	OPEN	ENV 101	9542	3	8:20 hrs TBA				N	TAYLOR, WILLIAM	LA IAD	6/15/2015	8/9/2015	0	General

Enrolled	Type	Status	Course	Sect	Seq	Begin	TBA	End	Days	MOI	Instructor	Room	Start Date	End Date	Seat Lmt	Learning Community
0	STD	OPEN	ENV 102	9543	1	8:00 PM		8:50 PM	MR	L	SMITH, CARL	LA IAD	6/15/2015	8/9/2015	0	General
	STD	OPEN	ENV 102	9543	2	8:50 PM		9:55 PM	MR	N	SMITH, CARL	LA IAD	6/15/2015	8/9/2015	0	General
	STD	OPEN	ENV 102	9543	3	8:20 hrs TBA				N	SMITH, CARL	LA IAD	6/15/2015	8/9/2015	0	General
0	STD	OPEN	FLM PRD 110	1124	1	8:00 AM		1:50 PM	MTW	L	CONSIDINE, KEVIN	AT A214	6/15/2015	7/26/2015	0	General
	STD	OPEN	FLM PRD 385	1143	1	8:50 hrs TBA				L	STAFF, STAFF	AT A218	6/15/2015	7/26/2015	0	General
0	STD	OPEN	GEOLOGY 285	8574	1	12:40 PM		2:45 PM	F	L	WOLDEHAIMANOT, BERAK	MSA 307	6/15/2015	7/26/2015	0	General
	STD	OPEN	GEOLOGY 285	8574	2	4:05 hrs TBA				L	WOLDEHAIMANOT, BERAK	ON LINE	6/15/2015	7/26/2015	0	General
0	STD	OPEN	HEALTH 011	1187	1	1:00 PM		3:05 PM	MTWR	L	LULEJIAN, ARMINE	GC 150	6/15/2015	7/26/2015	0	Upward Bounc
0	STD	OPEN	HLTHOCC 053	3003	1	5:20 PM		6:45 PM	MTWR	L	BOGHOS, YERVANT	SC 105	6/15/2015	8/9/2015	0	General
	STD	OPEN	HLTHOCC 053	3003	2	6:45 PM		7:50 PM	MTWR	N	BOGHOS, YERVANT	SC 105	6/15/2015	8/9/2015	0	General
0	STD	OPEN	HLTHOCC 059	1987	1	8:00 AM		8:35 AM	FS	L	BOGHOS, YERVANT	CLIN IC	6/15/2015	8/9/2015	0	General
	STD	OPEN	HLTHOCC 059	1987	2	8:55 AM		12:15 PM	FS	N	BOGHOS, YERVANT	CLIN IC	6/15/2015	8/9/2015	0	General
	STD	OPEN	HLTHOCC 059	1987	3	12:15 PM		1:45 PM	FS	N	CASTILLO, JUAN	CLIN IC	6/15/2015	8/9/2015	0	General
0	STD	OPEN	KIN 251	2676	1	1:00 PM		2:15 PM	MTWR	N	HAMMOND, JAMIE	FA 104	6/15/2015	7/26/2015	0	Upward Bounc
0	STD	OPEN	NURSING 399A	9692	1	4:00 PM		6:15 PM	MW	L	SOLES, BARBARA	CLIN IC	4/7/2015	6/30/2015	0	General
	STD	OPEN	NURSING 399A	9692	2	8:15 hrs TBA				N	STAFF, STAFF	CLIN IC	4/7/2015	6/30/2015	0	General
0	STD	OPEN	PERSDEV 005	1669	1	10:20 AM		11:10 AM	MTWR	L	STAFF, STAFF	GC 130	6/15/2015	8/9/2015	0	Summer Bridg
0	STD	OPEN	PERSDEV 005	1670	1	10:20 AM		11:10 AM	MTWR	L	STAFF, STAFF	GC 350	6/15/2015	8/9/2015	0	Summer Bridg
0	STD	OPEN	PERSDEV 005	8582	1	9:00 AM		12:25 PM	F	L	STAFF, STAFF	BROH CRUS	7/6/2015	8/16/2015	0	Otherhood Crus
	STD	OPEN	PERSDEV 005	8582	2	2:05 hrs TBA				L	STAFF, STAFF	ON LINE	7/6/2015	8/16/2015	0	Otherhood Crus
0	STD	OPEN	PERSDEV 040	1674	1	8:00 AM		9:25 AM	MTWR	L	STAFF, STAFF	GC 140	6/15/2015	8/9/2015	0	Summer Bridg
0	STD	OPEN	PERSDEV 040	1675	1	8:00 AM		9:25 AM	MTWR	L	STAFF, STAFF	GC 330	6/15/2015	8/9/2015	0	Summer Bridg
0	STD	OPEN	PERSDEV 040	1676	1	8:00 AM		9:25 AM	MTWR	L	STAFF, STAFF	GC 250	6/15/2015	8/9/2015	0	Summer Bridg