



## DB2 GROUPS

### AD3 (Basic Review)

For staff who answer student inquiries at a basic level, including most front-line staff. Staff in this group have the functions necessary to handle such basic student inquiries as reviewing study lists (including waiting list status), disseminating PINs and Tele-BEARS appointment times, and determining whether a student is blocked and the particular office that placed the block. Access to the Class system is also provided so that the staff member can answer inquiries regarding course availability and class meeting times. No update capability is provided at this level.

Functions include:

- Review general registration status information, including units enrolled, current schedule, enrollment log, fee payment status, college, major, block status, registration history, addresses, undergraduate degree requirements, higher degrees, and name changes.
- Review all information in Class system
- Review PIN (but not AC), Tele-BEARS appointment times

### OL1 (Basic OLADS)

For the typical undergraduate or graduate assistant in academic departments. In addition to the functions described for the AD3 group, this group's functions include adding and dropping classes and updating students' addresses via OLADS, working from student-submitted petitions. Staff at this level are able to view students' fee billing and payment information (to see if and when payments or offsets have been applied), as well as view enrollment information by class (to determine whether a student is able to enroll in a class or not). Access to students' transcripts is also provided, to help the staff member when advising students on academic matters.

Functions include all of AD3, plus:

- Review fee assessments/ payments/ offsets (summary only; detailed information can be obtained via CARS)
- Review transcripts
- Review class lists, waiting lists, enrollment reservations, coursewide restrictions
- Update addresses
- Update PIN/AC
- OLADS (adds/ drops/ grading option changes/ variable unit changes)

### OL2 (Advanced OLADS)

For the more 'advanced' undergraduate or graduate assistant in academic departments. Includes some basic scheduling functions. Staff at this level are able to generate up-to-the-moment class lists, waiting lists, and other reports on demand. These staff members, at the direction of the instructor, are able to drop students from classes for nonattendance or if they do not meet prerequisites. Enrollment from manual waiting lists and switching of students' secondary sections is also provided, to facilitate enrollments in the department's sections. Staff in this group also have the ability to make adjustments to enrollment limits, seat reservations, coursewide restrictions, and generate class entry codes for individual classes offered in a regular term.

Functions include all of OL1, plus:

- Tele-BEARS Reporting System
- Instructor drops
- Enroll from manual waiting lists, secondary section switching
- Update enrollment reservations, enrollment limits, coursewide restrictions, class entry codes

### OL4 (Advanced OLADS plus DARS Batch Reporting)

All functions of OL2, plus batch reporting capability in the Degree Audit Reporting System (DARS).

### OL5 (Basic OLADS plus DARS Batch Reporting)

All functions of OL1, plus batch reporting capability in the Degree Audit Reporting System (DARS).

### SCH (Department Scheduler)

For department schedulers ONLY. Presumes no student contact. All basic scheduling functions, including:

- Tele-BEARS Reporting System
- Enroll from manual waiting lists, secondary section switching
- Update enrollment reservations, enrollment limits, coursewide restrictions, class entry codes
- Add/ delete/ cancel courses
- Assign days, times, and rooms (for non-General Assignment classrooms only)
- Add instructors
- Update requested seats

### CS1 (OLADS/Scheduler)

For staff in departments whose functions are a combination of the undergraduate or graduate assistant and department scheduler. All functions of OL2 and SCH.

### CS6 (OLADS/Scheduler plus DARS Batch Reporting)

All functions of CS1, plus batch reporting capability in the Degree Audit Reporting System (DARS).