



# Course-Term Security Authorization Form

**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

Name: \_\_\_\_\_  
(Please Print)

New User       Change to an Existing User

Position: \_\_\_\_\_

User ID: \_\_\_\_\_

Institution: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

\*\*Choose one from each group: Add or Delete AND H, M, or L

Definition of Add and Delete below:

**Add** = adds the specified right to the user ID      **Delete** = removes the specified right from the user ID

Definition of the H, M and L suffixes for each of the identifiers is:

**H = view, insert, update and delete**      **M = view, insert & update**      **L = view only**

**Term Course Web Display**      **CT 02**       Add     Delete

**CS1101UG - Term Course Maintenance - Web Display Flag**

Allows modification of a term course's web display flag from Y to N after the term schedule has already been published to web (current date is equal to or after the begin date of date type 0087 in the year term calendar).

**Term Course Maintenance (Registrar's Office)**      **CT 05**       M     L     Add     Delete

AR0103UG	Course Special Fee Entry (L only)	CS1101UG	Term Course Maintenance
CS1102UG	Term Course Additional Fields Maint	CS1106UG	Term Course Meeting & Instructor Maint.
CS1120UG	Term Course Category/Subcategory	CS1127UG	Term Course Mass Entry Cat/Subcategory

**Term Course Department /Division Maintenance**      **CT 10**       H     M     L     Add     Delete

CS1112UG	Term Course Department Maintenance
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**Term Course Details Maintenance**      **CT 15**       H     M     L     Add     Delete

CS1102UG	Term Course Additional Fields Maint	CS1106UG	Term Course Meeting & Instructor Maint.
CS1113UG	Term Course Cross-List Maintenance	CS1114UG	Term Course Co-requisite Maintenance
CS1115UG	Term Course Gnrl Ed/Grade Method	CS1117UG	Term Course Regis Restrictions Maint.
CS1119UG	Term Course Print Message Maint.	CS1120UG	Term Course Category/Subcategory
CS1127UG	Term Course Mass Entry Cat/Subcategory	CS1150UG	Term Course Assessment & Media Codes
CS1157UG	Term Course Lecture/Lab Maint.		

**Term Course Special Utilities (Registrars' Office)**      **CT 20**       H     M     Add     Delete

CS1105UG	View Student Cancellations	CS1111UG	Term Course Roll
CS1123UG	Term Course History Id Maint. (H only)	(NOTE: This is only available to Metro State)	
CS1144UG	Term Course Room Ownership (H only)	CS1147UG	Term Course Dept Release Maint (H only)
CS1158UG	Registration Edit Override Setup	CS1160UG	Non-Course Registration Edit Override
UT3020UG	Program Error Email Address (H only)	UT5002UG	Scanned Grade Data Load (H only)
UT5003UG	Local Workstation To Regional Server file	UT5004UG	GR Output Maintenance (H only)

**Fax To:**  
**Office of the Chancellor**  
**Voice: 651-917-4733**  
**Fax: 612-626-5450**

# Course-Term Security Authorization Form – Page 2

Name: \_\_\_\_\_  New User  Change to an Existing User  
 (Please Print)  
 Position: \_\_\_\_\_ User ID: \_\_\_\_\_  
 Institution: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

**Term Course Reporting** **CT 25**  L  Add  Delete

CS1101UP Term Course Class List Report	CS1102UP Term Course Space Available Report
CS1103UP Class Closed Roster	CS1105UP Closed Classes
CS1109UP Course Space Available Report	

**Term Course Delete (Registrars' Office only)** **CT 30**  H  L  Add  Delete

AR0103UG Course Special Fee Entry (L only)	CS1104UG Term Course Delete
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**Term Course Maintenance (for Departments)** **CT 35**  H  M  L  Add  Delete

CS1139UG Term Course Department Entry	*CS1146UG Term Course Dept Mtg/Instr Maintenance
CS1156UG Term Course Dept. Release/Roll (H,M only)	CS1159UG Student Reg Override by Instructor/Course

\*Users who are accessing CS1146UG will actually see CS1106UG (and not CS1146UG), but will have limited department level rights to CS1106UG.

**Term Course Grade Entry** **CT 40**  H  M  L  Add  Delete

CS1107UG Grade Data Entry	
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**Term Course Enrollment Maintenance** **CT 50**  H  M  L  Add  Delete

CS1124UG Term Course Max Size Maintenance	CS1130UG Term Course Size/Enrollment View
CS1153UG Term Course Wait List Maintenance	

**IMS Staff Extract Control** **CT 60**  H  M  L  Add  Delete

CS2050UG IMS Staff Extract Control	
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