

## ENROLLMENT PROCEDURES POST-PUBLICATION

### COURSE SECTION CANCELLATIONS

Cancel your sections online in SIS via the *Enrollment Control* page in *Maintain Schedule of Classes*. **DO NOT DELETE SECTIONS.** Deleting a section [using the Delete Row button (-)] will delete the class number in SIS. The enrollment system will not be able to find the class number and students will not know the course has been cancelled.

Timely cancellations will 1) enable students who attempt to enroll for such a section to know the section is cancelled, and 2) enable Curricular Services to make unused general assignment classrooms available to newly added sections. For these reasons, do not use a zero enrollment capacity instead of a section cancellation.

To cancel sections in SIS, follow these steps:

#### **If no students are enrolled:**

Change the class status to Cancelled Section and save. The date of the cancellation should appear to the right of the Cancel Class button.

#### **If there is enrollment in the class:**

1. Print or save the section's class roster (*Curriculum Management > Class Roster > e-Class Roster*) before cancelling. You will be responsible for notifying enrolled students that the section is cancelled.  
NOTE: Cancelling a class should drop all enrolled students. If you do not print the class roster before cancellation, you will not be able to identify who was enrolled.
2. Check the box labeled "Cancel if Student Enrolled" on the Enrollment Control page (*Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Enrollment Control*). Save the change.
3. Change Class Status to Cancelled Section. The Cancel Class button to the right of the *Class Status* box will become active. If the Cancel Class button does not become active, click the Refresh button at the bottom of the page to activate it.
4. Click the Cancel Class button. You have now cancelled the section and should have dropped all students who were enrolled. The date of the cancellation should appear to the right of the Cancel Class button.

### COURSE SECTION ADDS

Add course sections as necessary through the *Maintain Schedule of Classes* or *Schedule New Course* pages in SIS. The steps are the same as during curricular build processing.

1. Add the section by clicking on the Add a New Row button (+) on the *Basic Data* page. Remember to set the component, class type, and associated class. Enter the course topic ID, if applicable. Also check the instruction mode and update if necessary.
2. Enter meeting and instructor data on the *Meetings* page. Refer to the "General Assignment Classroom Procedures Post-Publication" document if you are requesting a GA Classroom.
3. Enter room characteristics, if needed, for GA classroom requests at the bottom of the *Meetings* page.
4. Enter enrollment information on the *Enrollment Control* page, including consent, requested room capacity, enrollment capacity, and auto enroll fields (if applicable).
5. Enter footnotes, if necessary, on the *Notes* page.
6. Save your added section. Note the *Class Number* generated by SIS for enrollment purposes.
7. Fax or email applicable forms to Curricular Services for coding (optional sections, graded components, sections combined). Note that most form coding must be done prior to any student enrollment.

## ENROLLMENT PROCEDURES POST-PUBLICATION (continued)

### COURSE SECTION CHANGES

Change course sections as necessary through the *Maintain Schedule of Classes* or *Schedule Class Meetings* pages in SIS.

**Procedures for Section Room Changes:** See “General Assignment Classroom Procedures” for additional information.

Changes in time/day can create schedule conflicts for students. Be sure to notify students of any changes to time/day.

If you realize, during enrollment, that student interest in a section is greater than anticipated, you should increase that section's requested room capacity to request a new room. Increase the section's enrollment capacity only if a larger classroom is available.

**CROSSLISTED AND MEETS-WITH COURSES:** It is important that the primary department initiate changes or cancels on any crosslisted or meets-with section. In general, SIS or Curricular Services will keep combined sections' information in sync. However, there are some exceptions:

- 1) A section **add** to a crosslisted course should only be initiated by the primary department. Secondaries will appear when the daily crosslist sync is run. If a class number is needed for enrollment into a secondary section before the crosslist sync has been run, the secondary department should create the section, keeping in mind that the enrollment caps for the primary and secondary will not be combined yet.
- 2) In the case of **cancelled** sections, the primary must contact all secondary members and have them change their class status to cancelled. The primary department should notify all students of the cancellation.

Also, both primary and secondary members will need to maintain their own enrollment capacities and class notes.

**Remember:** Curricular Services recommends that all sections of a combination match the section enrollment cap to the combined enrollment cap. Use the *Combined Sections Detail* page as a reference.

**DO NOT CHANGE SESSION OR CLASS SECTION NUMBER ON AN EXISTING CLASS SECTION.**

Otherwise, Sections Combined and other dependent SIS tables will **not** stay synchronized.

**DO NOT CHANGE CLASS TYPE (enrollment, non-enrollment):** Once a section has been published, you should not change the class type of the enrollment section. Call Curricular Services to discuss your situation if you think you need to change class type.

**DO NOT CHANGE AUTO ENROLLMENT SECTIONS:** Call Curricular Services to discuss your situation if you think you need to change auto enrolls.

**DO NOT CHANGE CLASS ASSOCIATIONS:** You will need to establish new Class Associations if you add new enrollment sections to a course. Please call Curricular Services to discuss your situation if you think you need to change existing class associations.