

Viewing and Updating Class Sections

Purpose: Use the **Update Sections of a Class** page to review or modify a snapshot summary of section information for a class. The page displays one row for each section scheduled for a course offering during a term. The following instructions describe how to view the status and enrollment limits for the sections of a scheduled class.

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. | <p>Navigate to the Update Sections of a Class page: Main Menu > Curriculum Management > Schedule of Classes > Update Sections of a Class</p> <p>Favourites Main Menu > Curriculum Management > Schedule of Classes > Update Sections of a Class</p> <p>Update Sections of a Class</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Academic Institution: = <input type="text" value="UNICS"/> <input type="button" value="Q"/></p> <p>Term: = <input type="text"/> <input type="button" value="Q"/></p> <p>Subject Area: = <input type="text"/> <input type="button" value="Q"/></p> <p>Catalog Nbr: begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Academic Career: = <input type="text"/> <input type="button" value="Q"/></p> <p>Campus: begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Course ID: begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Description: begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Course Offering Nbr: = <input type="text"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | <p>Enter the appropriate search criteria. For example, enter: Term = 2112, Subject Area = PSYCH, Course ID = 002026</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | <p>Click the Search button.</p> <p>Result: The Update Sections of a Class page displays, showing all the sections.</p> <p>Favourites Main Menu > Curriculum Management > Schedule of Classes > Update Sections of a Class</p> <p>Update Sections of a Class</p> <p>Course ID: 002026 Course Offering Nbr: 1</p> <p>Academic Institution: University of Northern Iowa</p> <p>Term: FALL 2011 Undergrad</p> <p>Subject Area: PSYCH Psychology</p> <p>Catalog Nbr: 1001 Intro To Psychology</p> <p>Class Sections Customize Find View All <input type="button" value="Print"/> First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Session</th> <th>Section</th> <th>Class Nbr</th> <th>Component</th> <th>Enrollment Status</th> <th>*Class Type</th> <th>*Class Stat</th> <th>*Assoc</th> <th>Auto Enrl 1</th> <th>Auto Enrl 2</th> <th>Resection</th> <th>*Add Consent</th> <th>*Drop Consent</th> <th>Schd Print</th> </tr> </thead> <tbody> <tr> <td>Full Sem</td> <td>01</td> <td>30501</td> <td>Lecture</td> <td>Open</td> <td>E <input type="button" value="Q"/></td> <td>A <input type="button" value="Q"/></td> <td>1 <input type="button" value="Q"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>N <input type="button" value="Q"/></td> <td>N <input type="button" value="Q"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Full Sem</td> <td>02</td> <td>30502</td> <td>Lecture</td> <td>Open</td> <td>E <input type="button" value="Q"/></td> <td>A <input type="button" value="Q"/></td> <td>1 <input type="button" value="Q"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>N <input type="button" value="Q"/></td> <td>N <input type="button" value="Q"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p> | Session | Section | Class Nbr | Component | Enrollment Status | *Class Type | *Class Stat | *Assoc | Auto Enrl 1 | Auto Enrl 2 | Resection | *Add Consent | *Drop Consent | Schd Print | Full Sem | 01 | 30501 | Lecture | Open | E <input type="button" value="Q"/> | A <input type="button" value="Q"/> | 1 <input type="button" value="Q"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | N <input type="button" value="Q"/> | N <input type="button" value="Q"/> | <input checked="" type="checkbox"/> | Full Sem | 02 | 30502 | Lecture | Open | E <input type="button" value="Q"/> | A <input type="button" value="Q"/> | 1 <input type="button" value="Q"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | N <input type="button" value="Q"/> | N <input type="button" value="Q"/> | <input checked="" type="checkbox"/> |
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| Full Sem | 02 | 30502 | Lecture | Open | E <input type="button" value="Q"/> | A <input type="button" value="Q"/> | 1 <input type="button" value="Q"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | N <input type="button" value="Q"/> | N <input type="button" value="Q"/> | <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



| Step | Action |
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| 4. | <p>On the Class Status tab, review and modify the following:</p> <ul style="list-style-type: none"> • Class Type – E = Enrollment, N = Non-enrollment (or auto-enrollment) • Class Status – Default value is A (Active). Additional values: S (Stop Further Enrollment), T (Tentative Section) , and X (Cancelled Section) • Assoc (Associated Class) –NOT CURRENTLY USED • Add/Drop Consent – Value defaults from the Enrollment Cntrl page and indicates the type of consent, if any, required to enroll in or drop the class. Values: N = No Special Consent Required, I = Instructor Consent Required, D = Department Consent Required. <p><i>Note:</i> For Add/Drop Consent, if you select <i>Instructor</i> or <i>Department</i>, consent is granted either by a permission number or student- specific permission. (For drop permissions, consent is granted on a student-specific basis only.) The consent requirement can also be overridden during the enrollment process, by using the permission override.</p> |
| 5. | <p>Select the Class Enrollments Limits tab.</p>  |
| 6. | <p>Use the Class Enrollment Limits tab to view summary enrollment information for a class. The page displays one row for each section scheduled for a course offering. Update the following fields if appropriate:</p> <ul style="list-style-type: none"> • Enrl Cap (Enrollment Capacity) – Indicates the desired optimum class size • Wait Cap (Waitlist Capacity) – Indicates the maximum number of students allowed on the waitlist. • Min Enrl (Minimum Enrollment Number) – NOT CURRENTLY USED. |
| 7. | <p>Click the Save button.</p> |