Job Aid

SETTING UP A CLASS FOR AUTOMATIC ENROLLMENT FROM THE WAITLIST

BUSINESS PROCESS: SETTING UP A CLASS FOR AUTOMATIC ENROLLMENT FROM THE WAITLIST
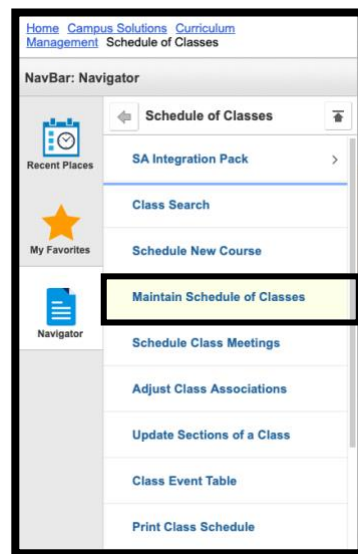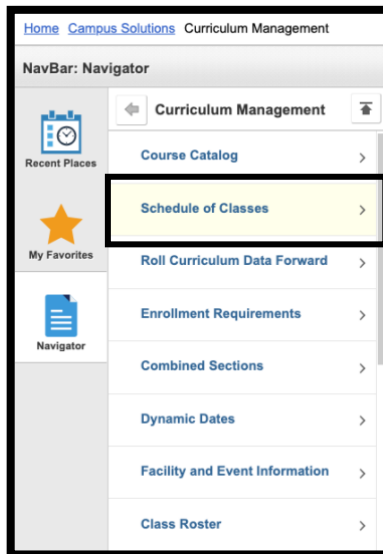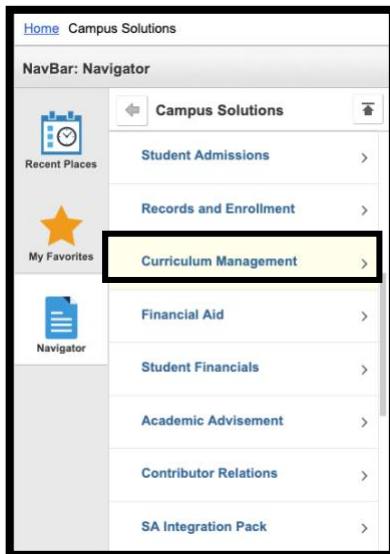MODULE: CURRICULUM MANAGEMENT

PREREQUISITES

Course section must already exist.

INSTRUCTIONS

This Job Aid will go over how-to setup a class so that students are automatically enrolled from the waitlist.

STEP	Instructions
1)	Click on ⊚ and 📄 Navigator navigate to: **Curriculum Management → Schedule of Classes → Maintain Schedule of Classes**

STEP	Instructions
2)	Search for your class by adding **Term**, **Subject Area**, **Catalog Nbr**, and **Campus**. Click **Search**.

Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution	=	SDCCD	
Term	=	2203	
Subject Area	=	MUSI	
Catalog Nbr	begins with	111	
Academic Career	=		
Campus	begins with	MESA	
Description	begins with		
Course ID	begins with		
Course Offering Nbr	=		
Academic Organization	begins with		

☐ Case Sensitive

Search   Clear   Basic Search   Save Search Criteria

STEP	Instructions
3)	Locate the **Class Nbr** you want to update.

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 007568   Course Offering Nbr 2
Academic Institution San Diego Community Coll Dist
Term Spring 2020   Undergrad   Auto Create Component
Subject Area MUSI   Music
Catalog Nbr 111   Jazz History

Class Sections   Find | View All   First ◁ 2 of 2 ▷ Last

*Session IN4   Primary Intersession 4 Weeks   **Class Nbr 22772**   + −
*Class Section 2002   *Start/End Date 01/02/2020 01/29/2020
*Component LEC   Lecture   Event ID 000271458

STEP	Instructions
4)	Once you have located the class section you want to update, click on **the Enrollment Cntrl** Tab. Check the **Auto Enroll from Wait List** check box.

STEP	Instructions
5)	Click the **Save** button.

STEP	Instructions
6)	End of Process.