



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

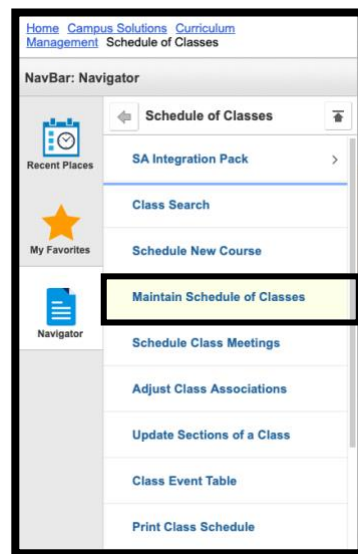
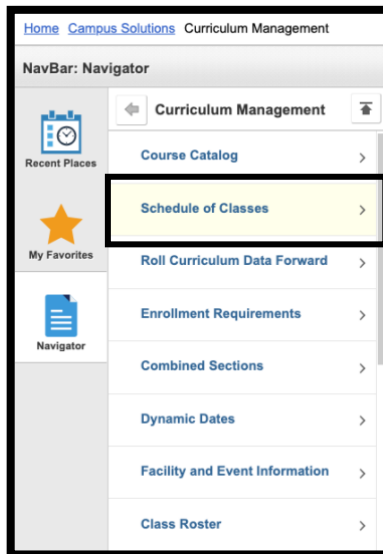
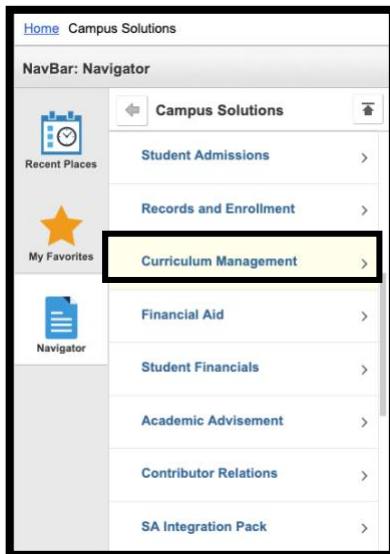
PREREQUISITES

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  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 =

Term =

Subject Area =

Catalog Nbr begins with

Academic Career =

Campus begins with

Description begins with

Course ID begins with

Course Offering Nbr =

Academic Organization begins with

Case Sensitive

[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

Subject Area MUSI Music

Catalog Nbr 111 Jazz History

Class Sections [Find](#) | [View All](#) First 2 of 2 Last

*Session IN4 Primary Interession 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.

The screenshot shows the 'Enrollment Control' interface for a class. The 'Enrollment Cntrl' tab is selected. Course details include Course ID 007568, Academic Institution San Diego Community Coll Dist, Term Spring 2020, Subject Area MUSI, and Catalog Nbr 111. The class section is IN4, Class Section 2002, Component Lecture, Units 3.00, and Class Nbr 22772. The enrollment status is Open. A table shows capacity information: Requested Room Capacity 50, Enrollment Capacity 50, and Wait List Capacity 25. The 'Auto Enroll from Wait List' checkbox is highlighted with a box and an arrow pointing to it from a callout box labeled 'Check the Box'. Other checkboxes include 'Cancel if Student Enrolled'. Buttons for Save, Return to Search, and Notify are at the bottom.

Requested Room Capacity	Enrollment Capacity	Wait List Capacity	Total
50	50	25	49
			3



STEP	Instructions
5)	Click the Save button.

The screenshot shows the 'Enrollment Control' interface for Course ID 007568, Course Offering Nbr 2. The 'Enrollment Control' tab is active. The interface includes fields for Session (IN4), Class Section (2002), Component (Lecture), and Units (3.00). The 'Class Status' is set to 'Active'. There are buttons for 'Add Consent' and 'Drop Consent'. On the right, there are capacity fields: Requested Room Capacity (50), Enrollment Capacity (50), Wait List Capacity (25), and Minimum Enrollment Nbr. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'. A black arrow points to the 'Save' button.

STEP	Instructions
6)	End of Process.