

## 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 $ ightarrow$ Schedule of Classes $ ightarrow$ Maintain Schedule of Classes

NavBar: Navi	gator	-	NavBar: Nav	igator		NavBar: Navigator		
	Campus Solutions	-		Curriculum Management	*	plants.	schedule of Classes	-
Recent Places	Student Admissions	>	Recent Places	Course Catalog	>	Recent Places	SA Integration Pack	>
-	Records and Enrollment	>	-	Schedule of Classes	>	4	Class Search	
My Favorites	Curriculum Management	>	My Favorites	Roll Curriculum Data Forward	>	My Favorites	Schedule New Course	
	Financial Aid	>		Enrollment Requirements	>		Maintain Schedule of Classes	
Navigator	Student Financials		Navigator	Combined Sections	<u> </u>	Navigator	Schedule Class Meetings	
	otadini i manolalo						Adjust Class Associations	
	Academic Advisement	>		Dynamic Dates	>		Update Sections of a Class	
	Contributor Relations	>		Facility and Event Information	>		Class Event Table	
	SA Integration Pack	>		Class Roster	>		Print Class Schedule	



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

Maintain Schedule o	of Classes	Maintain Schedule of Classes						
Enter any information you	have and click S	earch. Leave fields blank fo	or a list of all values.					
Find an Existing Value								
Search Criteria								
Academic Institution	= 🗘	SDCCD	٩					
Term	= ᅌ	2203	Q					
Subject Area	=	MUSI	Q					
Catalog Nbr	begins with ᅌ	111	]					
Academic Career	= ᅌ		٥					
Campus	begins with ᅌ	MESA	٩					
Description	begins with ᅌ							
Course ID	begins with ᅌ		Q					
Course Offering Nbr	= 🗢		Q					
Academic Organization	begins with ᅌ		]					
Case Sensitive								
Search	Basic Search	Save Search Criteria						

STEP	Instructions								
3)	Locate the <b>Class Nbr</b> you want to update.								
Basic Date	Meetings         Enrollment Cntrl         Reserve Cap         Notes         Exam         LMS Data         Textbook         GL Interface								

Course ID Academic Institution	San Diego Community		2			
Term Subject Area Catalog Nbr		Undergrad Music Jazz History		Auto Create Con	nponent	
Class Sections				Find   View All	First 🕙 2 of 2 🕑 L	.ast
*Clas	*Session IN4	Primary Intersession		ass Nbr 22772	29/2020 <b>时</b>	+ -
*Co	omponent LEC 🔍	Lecture	I	Event ID 000271458		



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

Basic Data	leetings Enroll	ment Cntrl	erve Cap <u>N</u> otes	E <u>x</u> am <u>L</u> M	IS Data	Textbook	GL Interface	]		
		se ID 007568		Course Of	ffering Nbr	2				
	Academic Institut		mmunity Coll Dist							
		erm Spring 2020 Area MUSI	Undergra Music	ad						
		Nbr 111	Jazz His	tory						
Enrollment Con				,		F	Find   View All	First 🕚 2 of 2 🕑 Last		
	Session	INA		Primary Interses	ssion 4 Wee	ke		Class Nbr 22772		
	Class Section		Component	,	551011 4 11000	763		Event ID 000271458		
	Associated Class		Units					21011110 000211400		
	*Class Status	Activo				Cana	el Class			
	oluss olulus	Active		×.		Cano	el Glass			
	Class Type	Enrollment				Enr	ollment Status	Open		
		*Add Conse	nt IAdd Codel Permi	ssion Nbr Reqd	٥			Requested Room Capacity	50 To	otal
Check		*Drop Conse	nt No Special Conse	nt Required	۵			Enrollment Capacity	50 4	9
the Box	1st	t Auto Enroll Section	n					Wait List Capacity	25 3	
	2nd	Auto Enroll Section	n					Minimum Enrollment Nbr		
	F	Resection to Sectio	n							
Auto Enro	Auto Enroll from Wait List Cancel if Student Enrolled									
Save 🔯	Return to Search	E Notify								



STEP	Instructions
5)	Click the <b>Save</b> button.

Basic Data	Meetings	Enrollment Cntr	Reserve Cap	Notes	E <u>x</u> am	LMS Data	Textbook	GL Interface		
	s		Diego Community C ng 2020	Coll Dist Undergr Music Jazz His	ad	se Offering N	br 2			
Enrollment C	Control							Find   View All	First 🕚 2 of 2 🕑 Last	
	Class Associate	Section IN4 Section 2002 d Class 2002 s Status Active	Cor	nponent Units	Lecture	tersession 4 W		ncel Class	Class Nbr 22772 Event ID 000271458	
	Clas	ss Type Enrollme	nt				E	nrollment Status	Open	
			d Consent IAdd C p Consent No Spe							50 <b>Total</b>
		1st Auto Enr	oll Section						Wait List Capacity	25 3
		2nd Auto Enr							Minimum Enrollment Nbr	
🗸 Auto E	nroll from Wa		to Section	ancel if S	tudent En	rolled				
Save	Return to S	earch 🖹 Noti	ý							

STEP	Instructions
6)	End of Process.