

## ***Add a Course That Was Not Rolled to the New Term***

Each Term classes are “rolled over” from the previous year in PeopleSoft (Fall 2014 will be rolled into Fall 2015). Department Schedulers are notified when they can begin making changes to the schedule for the new Term.

The information that defaults on the scheduling pages defaults from the Course Catalog. A course must be in the Course Catalog before you can schedule it.

The first step is to print an **MS Review** (Master Schedule Review) report to get a clear sense of what courses and what sections have been “rolled over” from the previous year.

Then, using the MS Review report as a guide, Department Schedulers update the **Schedule of Classes** to reflect any changes for the new Term. Perhaps the instructor has changed or you have to add more sections to a course.

If a course was not offered or was inactive in the Term that was “rolled over,” it will not be in the new Term. This course will have to be added as a “New Course” for this Term. This is done in the **Schedule New Course** component.

### ***Navigation:***

**Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course**

**Schedule New Course**  
Enter any information you have and click Search. Leave fields blank for a list of all v

Find an Existing Value

Academic Institution: [=] USBNY

Term: [=] 1088

Subject Area: [=] CHE

Catalog Nbr: [begins with] 134

Academic Organization: [begins with]

Academic Career: [=]

Campus: [begins with]

Description: [begins with]

Course ID: [begins with]

Course Offering Nbr: [=]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Enter the **Term**

Enter the **Subject Area**

Enter the **Catalog Nbr**

Click **Search**

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes LMS Data Textbook

Course ID: 201020 Course Offering Nbr: 3  
 Academic Institution: SUNY at Stony Brook  
 Term: Fall 2011 Undergrad  
 Subject Area: WRT Writing  
 Catalog Nbr: 102 Intermed Writing Workshop A

Auto Create Component

Class Sections Find | View All First 1 of 83 Last

\*Session: A Full Fall Semester Session Class Nbr: 80254  
 \*Class Section: 01 \*Start/End Date: 08/29/2011 12/21/2011  
 \*Component: LEC Lecture Event ID:  
 \*Class Type: Enrollment  
 \*Associated Class: 1  
 \*Campus: WEST WEST  
 \*Location: WESTCAMPU: West Campus  
 Course Administrator:  
 \*Academic Organization: WRITINGPGM Writing Program  
 Academic Group: CAS College of Arts and Sciences  
 \*Holiday Schedule: SEM Academic Holidays  
 \*Instruction Mode: P In Person  
 Primary Instr Section: 01

Add Fee

Schedule Print  
 Student Specific Permissions  
 Dynamic Date Calc Required  
 Generate Class Mtg Attendance  
 Sync Attendance with Class Mtg  
 GL Interface Required

Class Topic  
 Course Topic ID:   Print Topic in Schedule

Equivalent Course Group  
 Course Equivalent Course Group:   Override Equivalent Course  
 Class Equivalent Course Group:

Class Attributes Customize | Find | View All First 1 of 1 Last

| *Course Attribute    | *Course Attribute Value |
|----------------------|-------------------------|
| <input type="text"/> | <input type="text"/>    |

Save Return to Search Previous in List Next in List

1. Click the **Basic Data** tab and add the following information:

**Session:**

Make sure that you have the correct **Session code** selected. The Session code is used to further break down the Term. It is needed to accommodate the Summer Session and HSC Mods (i.e., A = Full Fall Semester Session, B = Full Spring Semester Session, Mod 4, Mod 5-7 U, etc.).

**Class Section**

Each section is assigned a code as follows:

|                   |                      |
|-------------------|----------------------|
| <b>LECTURE</b>    | 01, 02, 03, etc.     |
| <b>RECITATION</b> | R01, R02, R03, etc.  |
| <b>LABORATORY</b> | L01, L02, L03, etc.  |
| <b>SEMINAR</b>    | S01, S02, S03, etc.  |
| <b>TUTORIAL</b>   | T01, T02, T03, etc.  |
| <b>SUPERVISED</b> | V01, V02, V03, etc.  |
| <b>CLINICAL</b>   | C01, C02, C03, etc.  |
| <b>ONLINE</b>     | 30, 31, 32, 33, etc. |
| <b>MANHATTAN</b>  | 60, 61, 62, 63, etc. |

|                         |  |
|-------------------------|--|
| <b>Class Number:</b>    | Each section of a course is automatically assigned a Class Number <u>after you save</u> .  |
| <b>Start/End Date:</b>  | These dates default from the Academic Calendar.  |
| <b>Component</b>        | Some courses have more than one component (lecture, recitation, seminar, tutorial, etc.). Valid components for this course have already been set up in the Course Catalog. Click  to choose the component for this section.   |
| <b>Class Type</b>       | Select <b>Enrollment</b> or <b>Non-Enrollment</b> .<br><br>For auto-enroll courses with more than one component, the component that the student must enroll in should be set to <b>Enrollment</b> , and the component that the student gets automatically enrolled in should be set to <b>Non-enrollment</b> .<br><br>For example, for courses with a Lecture and Lab, the Lab may be the <b>Enrollment</b> component and the Lecture may be the <b>Non-Enrollment</b> component.  |
| <b>Associated Class</b> | The main purpose of this field is to associate multi-component courses.<br><br>For single component courses, the Associated Class number is the same as the Section number without the zero (i.e., <b>Lecture 01</b> is <b>Associated Class 1</b> ).<br><br><b>For multiple component courses</b> , all of the <b>Lectures</b> are assigned <b>Associated Class 9999</b> , and the other components (Recitations and Labs) are assigned the same as the Section number without the zero as stated above (i.e., <b>Lab 01</b> is <b>Associated Class 1</b> ). |

|                                       |  |
|---------------------------------------|--|
| <b>Campus</b>                         | Defaults to the campus where the course is held (West, HSC, Southampton, Manhattan, SUTRA (SPD)).  |
| <b>Location</b>                       | Select West Campus, Southampton Campus, Off Campus, International Academic Program, or Online.   |
| <b>Course Administrator</b>           | Not used.  |
| <b>Academic Organization:</b>         | Defaults to the department offering the course. Do not change.   |
| <b>Academic Group</b>                 | Defaults to the department's College or School.  |
| <b>Holiday Schedule</b>               | Defaults to Academic Holidays or HSC Academic Holidays.  |
| <b>Instructor Mode</b>                | Defaults to "In Person." If this is an online class select "World Wide Web."   |
| <b>Primary Instr Section</b>          | Defaults to the Section number.  |
| <b>Schedule Print:</b>                | Indicates whether the class should be printed in the Class Schedule and MS Review report and appear in SOLAR.  |
| <b>Student Specific Permissions</b>   | When this option is checked, the department has the ability to issue permission for students to enroll in the class if it's full or if they don't meet certain pre-requisites.   |
| <b>Course Topic ID</b>                | <p>If this is a course with different topics, select the topic for this section by clicking  .</p> <p>Setting up the Topic here will allow the Topic Title to print in the Class Schedule and on student transcripts. You can have multiple topics for different sections of a single course in one semester. This is especially useful for graduate courses. If the topic you want isn't listed, contact the appropriate Dean's Office and ask them to add the topic title to the Course Catalog so you can schedule it.</p> |
| <b>Course Equivalent Course Group</b> | Displays the course equivalents.   |
| <b>Course Attribute</b>               | Select the value only if applicable to your classes; otherwise, leave blank (i.e., Study Abroad/Exchange Courses, Contract Course, SPD, PEP, etc.).  |

2. Click the **Meetings** tab.

This is where you assign the room, meeting days/times, and instructors for the class.

**IMPORTANT!** If this is a course that is combined with other courses, you cannot update the **Meetings** page here. You must go to the **Schedule Class Meetings** page (*Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings*). The courses must be “linked” by the Registrar’s Office first.

The completion of accurate information on this page is essential for reporting Workload Analysis information to SUNY. Instructors should be assigned right away. Other information on the **Meetings** page is opened for editing after the enrollment snapshot.

| ID         | Name         | *Instructor Role | Print                               | Access  | Contact |
|------------|--------------|------------------|-------------------------------------|---------|---------|
| XXXXXXXXXX | Hess, Mike E | Prim In          | <input checked="" type="checkbox"/> | Approve | 165     |
| XXXXXXXXXX | Gomes, John  | Admin            | <input type="checkbox"/>            | Grade   |         |

### Facility ID

You can only select a room that is controlled by your Department or a large room that’s been assigned to you for the class. Otherwise, leave this field blank and the room will be assigned by the Registrar’s Office.



If you don’t know the Facility ID number, click the **LOOKUP** button and search for it by entering the **Building number** and **Room number**. Be careful, this list contains every closet, stairwell, and bathroom in the building!

**Pat**

Select the day of the week pattern (MWF, TUTH, etc.). The meeting end time will default from the pattern that you pick.

For **Recitation** sections, use the meeting pattern codes that begins with **RE** only. These are 55 minute meeting time blocks.

For **Tutorial** sections, use **APPT**.

For sections where **hours are to be arranged**, select **HTBA**.

**Mtg Start**

Enter the time that the class starts (remember to include **AM** and **PM** appropriately)

**Mtg End**

The class end time will default from the day of the week pattern and Start Time that you selected.

**Note:** Tutorial, Clinical, Supervised teaching, and distance-learning sections are entered with the default 1:00 a.m. to 1:00 a.m.

**Combined Sections**

Combined sections have to be set up in advance by the Registrar's Office. You cannot schedule a class until this is done. You will see the **Combined Sections** link on this page once the Registrar's office has linked the courses. **Click it to see the Combined Section Detail.**

*New course combinations must be approved by the Dean's office first.*

*Remember...after the combined sections have been linked by the Registrar's office, the fields on this page will be grayed out. You must go to the "Schedule Class Meetings" page to update the information on this page.*

If you have questions about combined sections, contact the Registrar's Office.

**ID**

Enter the instructor's Stony Brook ID.



If you do not know the ID number, click the **LOOKUP** button and search for the instructor by **First name** and **Last name**.

**Note:** If the field turns red or the instructor is not in the list, you must check the **Instructor Advisor table**.

- Your dept must be in the list of approved courses for the Instructor
- New instructors must be active, Effective in PeopleSoft at least one day before the start of the Term



To add another instructor for this class click the **Add a New Row** button.

## Instructor Role

Select instructor(s) roles.

The data that is entered here is used for determination of instructional workload in CASA and other institutional reporting. For the most accurate university reports, please adhere to the revised rules below.

|                             |   |
|-----------------------------|---|
| <b>Primary Instructor</b>   | <p>Assign to the instructor fully responsible for the course based on the course instruction or contact minutes. Most often the Primary Instructor is a faculty member; however, a graduate student can be the Primary Instructor if the graduate student is solely responsible for the scheduled course.</p> <p>For multi-component courses, assign the instructor as Primary Instructor on the lecture and <i>supervisor</i> on the additional sections (e.g., lab, recitation). This can allow the lecture Primary Instructor grading access for the additional sections.</p> <p>For multi-component courses, do NOT assign the instructor a role of Primary Instructor on both the lecture and additional sections (e.g., lab, recitation) unless that same instructor is fully responsible for those sections.</p> <p>In the instances where teaching responsibility is shared between more than one instructor, indicate a maximum of ONE Primary Instructor based on the course contact minutes (i.e., instruction). Additional instructors should be assigned the role of Secondary Instructor.</p> |
| <b>Secondary Instructor</b> | <p>In the instances where teaching responsibility is shared between more than one instructor, indicate ONE Primary Instructor based on the course contact minutes and one or more Secondary Instructors.</p> <p>Note that the abbreviation "sec instr" is not intended to stand for "section instructor," and should not be applied as such.</p>  |
| <b>Administrator</b>        | <p>This instructor role is not reported in CASA; however, correct setup is vital for grading access of the instructor(s). This role is useful when a course instructor has arranged for a department administrator (usually the ATC or similar) to administer the course (submit grades, manage rosters, etc.). In these cases, the primary instructor remains on the course, and a course administrator is assigned a role of "admin" plus the appropriate level of grading access.</p>  |
| <b>Supervisor</b>           | <p>This instructor role is not reported in CASA; however, correct setup is vital for grading access of the instructor(s). Use this for a course with multi-components (e.g., lecture/lab + recitation). The instructor (usually Faculty) should be assigned to the lecture as <i>primary instructor</i> and as the <i>supervisor</i> for each of the labs and/or recitations.</p>   |
| <b>TA Reader/Grader</b>     | <p>Assign this role for Graduate students who read/grade papers but don't actually meet with students. For CASA reporting purposes, do not add hours for these.</p>   |

## Print

If you want the instructor to appear in the Class Schedule and in SOLAR Class Search for this class, check

the Print option. *Supervisors, Administrators, and Reader/Graders should never be printed in the Class Schedule.*

## Access

Select the instructor's level of access to rosters and submitting grades in SOLAR. **Only one person per class can have Approve access** (usually the Primary Instructor, Secondary Instructor or Supervisor). TA's, Administrators and Reader/Graders should NOT have Approve access.

| Access  | View Roster | Input Grades | Submit Grades |
|---------|-------------|--------------|---------------|
| Approve | Yes         | Yes          | Yes           |
| Grade   | Yes         | Yes          | No            |
| None    | Yes         | No           | No            |

## Contact

In general, departments do not have to enter contact minutes. Contact minutes are calculated from section start and end times and entered automatically for CASA reporting.

1. Click the **Enrollment Cntrl** tab.

This is where you indicate the class status as well as the room, enrollment, and waitlist capacities.

Only Active classes will “roll over” from the previous. Previously inactive classes will need to be added a new

The screenshot shows a web application interface for managing course enrollment. At the top, there are several tabs: Basic Data, Meetings, Enrollment Cntrl (highlighted with a red box), Reserve Cap, Notes, LMS Data, and Textbook. Below the tabs, course information is displayed in two columns: Course ID (201020), Academic Institution (SUNY at Stony Brook), Term (Fall 2011), Subject Area (WRT), and Catalog Nbr (102) on the left; Course Offering Nbr (3), Undergrad, Writing, and Intermed Writing Workshop A on the right. The main section is titled 'Enrollment Control' and contains several fields: Session (A), Full Fall Semester Session, Class Nbr (80254), Class Section (01), Component (Lecture), and Event ID. A dropdown menu for '\*Class Status' is set to 'Active', with a 'Cancel Class' button next to it. Below this, there are fields for Class Type (Enrollment), Enrollment Status (Open), \*Add Consent (Dept Cnsnt), Requested Room Capacity (22), \*Drop Consent (No Consent), Enrollment Capacity (20), 1st Auto Enroll Section, Wait List Capacity (0), 2nd Auto Enroll Section, and Minimum Enrollment Nbr. At the bottom of the form, there are checkboxes for 'Auto Enroll from Wait List' (checked) and 'Cancel if Student Enrolled' (unchecked). Navigation buttons at the very bottom include Save, Return to Search, Previous in List, and Next in List.

### Class Status

Select **ACTIVE**.

If you want to tentatively schedule a class that you are pretty sure you'll be offering, change the Class Status to **TENTATIVE SECTION**.

### Add Consent

**Department** or **Instructor** indicates that the student needs department or instructor permission to register for this class. **No Consent** indicates that the student can register without permission. If this is incorrect, contact the Registrar's Office.

### Drop Consent

**Not used.**

### 1<sup>st</sup> Auto Enroll Section

These fields are used to associate multi-component sections for auto-enroll. If this is the Lab or Recitation component, enter the section number of the auto-enroll Lecture. You can also use the **Update Sections of a Class** page to do this (Main Menu > Curriculum Management > Schedule of Classes > Update Sections of a Class).

**Auto-Enroll from Waitlist**

This option will be checked for courses that allow wait listing. Students who elect to be placed on the waitlist will automatically be enrolled as seats become available. You will be able to view the list of students on the waitlist. You will also be able to get an “unmet demand” report of students who tried to register, could not get in, and chose NOT to be put on the waitlist.

**Requested Room Capacity**

Don't change this.

**Enrollment Capacity**

Enter the maximum number of students allowed to register for this class.

**For multi-component classes with auto-enroll**, make sure that the enrollment capacity for the Lecture equals the total enrollment capacity of all of the associated sections (Recitations or Labs).

**For combined courses**, this number should equal the total number of students allowed to enroll in both classes combined.

**Waitlist Capacity**

If this field is not grayed out, waitlisting is set up for this course. Students interested in getting into the class if a seat opens up can place themselves on the waitlist. (Note: If you're screening for prerequisites for the course, only students who have satisfied the prerequisite will be able to add themselves to the waitlist.) Enter the number of students allowed to waitlist. This number should be approximately 30% of the enrollment capacity.

**Minimum Enrollment Number**

Not used.

**Cancel if Student Enrolled**

Not used.

Once students begin enrolling in classes, you can refer to this page to see the **Total** number of students enrolled and on the **Waitlist**. You will also find this information on the **Class Sections** page.

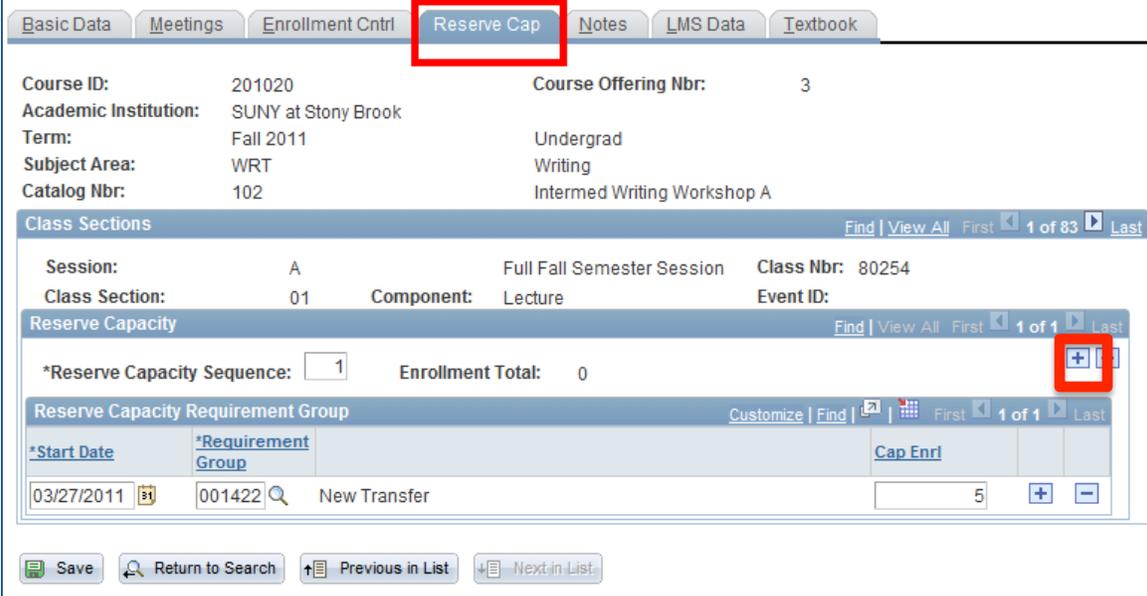
|                                 |                                  |                          |
|---------------------------------|----------------------------------|--------------------------|
| <b>Enrollment Status:</b>       | Open                             |                          |
| <b>Requested Room Capacity:</b> | <input type="text" value="570"/> | <b>Total</b><br>329<br>0 |
| <b>Enrollment Capacity:</b>     | <input type="text" value="488"/> |                          |
| <b>Wait List Capacity:</b>      | <input type="text"/>             |                          |
| <b>Minimum Enrollment Nbr:</b>  | <input type="text"/>             |                          |

These show the enrollment numbers in the course and on the waitlist.

1. Click the **Reserve Cap** tab.

**RESERVE CAPACITY** allows you to reserve seats in the class for particular groups or classes of students. Typically you'll want to reserve seats for students in your major, or seniors, or seniors in your major.

2. Click  to add Reserve Capacity Sequence



Basic Data Meetings Enrollment Cntrl **Reserve Cap** Notes LMS Data Textbook

Course ID: 201020 Course Offering Nbr: 3  
Academic Institution: SUNY at Stony Brook  
Term: Fall 2011 Undergrad  
Subject Area: WRT Writing  
Catalog Nbr: 102 Intermed Writing Workshop A

Class Sections Find | View All First 1 of 83 Last

Session: A Full Fall Semester Session Class Nbr: 80254  
Class Section: 01 Component: Lecture Event ID:

Reserve Capacity Find | View All First 1 of 1 Last

\*Reserve Capacity Sequence: 1 Enrollment Total: 0

Reserve Capacity Requirement Group Customize | Find | First 1 of 1 Last

| *Start Date | *Requirement Group  | Cap Enrl |
|-------------|---------------------|----------|
| 03/27/2011  | 001422 New Transfer | 5        |

Save Return to Search Previous in List Next in List

### Reserve Capacity Sequence

A Reserve Capacity Sequence number is assigned to each Requirement Group that you add for this class. Reserve Capacity Sequence # 1 has priority over Reserve Capacity Sequence # 2. If a student meets more than one requirement, he/she will be placed in the class based on the highest priority group.

### Enrollment Total

This number tells you how many students are currently in each reserve capacity sequence.

### Start Date

The Start Date will automatically be set for the beginning of advance registration for the Term. This date is very important! Only change it to activate or inactivate a reserve group on a specific date other than the beginning of advance registration.

### Requirement Group

Requirement Groups have been set up in PeopleSoft and are identified by a Requirement Group number. Think of this as the requirements needed in order to fill this group of seats.

Click  to see list of Requirement Groups. You can search the list by entering an **Academic Group** or **Subject Area**.

### Examples of Requirement Groups:

- U1 = Freshmen
- U2 = Sophomores

**U3** = Juniors

**U4** = Seniors

**AFS MAJOR/MINOR** will allow you to reserve seats for students majoring or minoring in Africana Studies.

**AFS MAJOR** will allow you to reserve seats only for students majoring in Africana Studies.

**AFS MINOR** will allow you reserve seats only for students minoring in Africana Studies.

**AFS U4 MAJOR** will allow you reserve seats only seniors majoring in Africana Studies

## Cap Enrl

Enter the number of seats you want to reserve for this group of students.

**You can have more than one Requirement Group for a class:**

### 3. *To add a Requirement Group:*

- Click in the **Reserve Capacity Sequence** field and click  to the right of this field.
- A new sequence number will be assigned to each group that you add in order of priority.
- Select the **Requirement Group** and **Cap Enrl**.

### 4. *To delete a group:*

- Scroll to the correct **Reserve Capacity Sequence** number by clicking the Next/Previous row buttons
- Click  to the right of the **Reserve Capacity Sequence** field.

### 5. *If you want to make a certain group "Inactive" after a certain date:*

- Scroll to the correct **Reserve Capacity Sequence** number by clicking the Next/Previous row buttons
- Click in the **Start Date** field
- Click  to the right of the **Start Date** field
- Enter the date that you want this group to be inactivated in the **Start Date** field
- Select the same **Requirement Group**
- Enter **"0"** for the **Cap Enrl**

Click the **Notes** tab.

The class Notes page includes special information about the class that may or may not be printed in the Class Schedule (i.e., information about exams, waitlists, reserve groups, combined courses, auto-enroll sections, etc.). Department Schedulers cannot add/change Notes. They must contact the Registrar's Office.

Basic Data Meetings Enrollment Cntrl **Notes** LMS Data Textbook

Course ID: 201020 Course Offering Nbr: 3  
Academic Institution: SUNY at Stony Brook  
Term: Fall 2011 Undergrad  
Subject Area: WRT Writing  
Catalog Nbr: 102 Intermed Writing Workshop A

Class Sections Find | V

Session: A Full Fall Semester Session Class Nbr: 80254  
Class Section: 01 Component: Lecture Event ID:

Class Notes Find | V

\*Sequence Number: 1  
\*Print Location: After  Even if Class Not in Schedule  
Note Nbr:    
Free Format Text:  Students who do not attend 1st week will be deregistered; no add/swap after 1st week; waitlisted students must attend 1st week to be eligible for

Click the **LMS** tab.

The LMS fields must be completed in order for the classes to be available in Blackboard.

Click the drop down list for **LMS Extract File Type** and choose **XML V1.1(req to authenticate)**.

The **LMS Extract Group ID** will automatically be completed when you tab out of the LMS Extract File Type field.

Basic Data Meetings Enrollment Cntrl Reserve Cap **LMS Data** Textbook

Course ID: 201020 Course Offering Nbr: 3  
Academic Institution: SUNY at Stony Brook  
Term: Fall 2011 Undergrad  
Subject Area: WRT Writing  
Catalog Nbr: 102 Intermed Writing Workshop A

Class Sections Find | View All First 1 of 83

Session: A Full Fall Semester Session Class Nbr: 80254  
Class Section: 01 Component: Lecture Event ID:

Learning Management System

Provider for Authentication

**LMS Extract File Type:** XML V1.1 (req to authenticate)

**LMS Extract Group ID:** USBNY-WRT-102-SEC01

LMS URL:

Last LMS Class Extract Datetm: 12/09/2010 5:12:06AM Last LMS Enroll Extract Datetm: 12/09/2010 5:12:06AM

Save Return to Search Previous in List Next in List

Click the **Textbook** tab.

Instructors are required to submit all of the required and suggested course materials to the **Provost Liaison**, who then enters the information on this page.

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes LMS Data **Textbook**

Course ID: 201020 Course Offering Nbr: 3  
Academic Institution: SUNY at Stony Brook  
Term: Fall 2011 Undergrad  
Subject Area: WRT Writing  
Catalog Nbr: 102 Intermed Writing Workshop A

Class Sections [Find](#) | [View All](#)

Session: A Full Fall Semester Session Class Nbr: 80254  
Class Section: 01 Component: Lecture Event ID:

Textbook Assignment

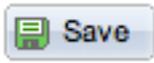
Textbook Assignment Status  Pending  Textbook entry complete  
 No textbooks assigned to class [Copy Textbooks](#)

Course Materials Details Notes [Customize](#) | [Find](#) | [Print](#) | [Grid](#)

| Seq No | Course Material Type | Course Material Status | Title | ISBN | Author |
|--------|----------------------|------------------------|-------|------|--------|
| 1      |                      |                        |       |      |        |

Special Instructions

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#)



Once you have entered all of the information for this new course section click the Save button.



To add another section for this course go back to the **Basic Data** page and click the **Add a New Row** button. Complete all of the information for the next section. Remember to save after completing each section.

If this is a multi-component course with auto-enroll, when you are finished scheduling each section, go to the **Update Sections of a Class** page to complete the auto-enroll section information (see instructions on following pages).

To check to see if Pre-requisite screening is turned on or off for each section of this course, go to the **Adjust Class Associations** page (Main Menu > Curriculum Management > Schedule of Classes > Adjust Class Associations).

# Manage Auto-Enroll Sections, Enrollment and Waitlist Capacity

## Navigation:

Main Menu > Curriculum Management > Schedule of Classes > Update Sections of a Class

You can easily view information for all of the sections of a course on one page. Please note that only 8 rows are displayed at a time on this page. To see all of the rows on one page, you must click [View All](#).

You will complete your scheduling for the **auto-enroll** courses here.

In the Assoc column for all of the Lecture sections, make sure that you have entered **9999**.

In the **Auto Enrl 1** column for the Lab/Recitation sections, enter the section number of the Lecture that students will auto-enroll into when they register for each.

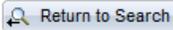
### Update Sections of a Class

Course ID: 200679      Course Offering Nbr: 2  
Academic Institution: SUNY at Stony Brook  
Term: Fall 2011      Undergrad  
Subject Area: CHE      Chemistry  
Catalog Nbr: 131      General Chemistry IB

Class Sections Customize | Find | View All

Class Status    Class Enrollment Limits

| Session | Section | Class Nbr | Component  | Enrollment Status | *Class Type | *Class Stat | Assoc | Auto Enrl 1 | Auto Enrl 2 | Resection | *Ac |
|---------|---------|-----------|------------|-------------------|-------------|-------------|-------|-------------|-------------|-----------|-----|
| Fall    | 01      | 82055     | Lecture    | Open              | N           | A           | 9999  |             |             |           | N   |
| Fall    | 02      | 82077     | Lecture    | Open              | N           | A           | 9999  |             |             |           | N   |
| Fall    | 03      | 90609     | Lecture    | Closed            | N           | S           | 9999  |             |             |           | N   |
| Fall    | 04      | 91262     | Lecture    | Closed            | N           | S           | 9999  |             |             |           | N   |
| Fall    | R01     | 81901     | Recitation | Open              | E           | A           | 1     | 01          |             |           | N   |
| Fall    | R02     | 81902     | Recitation | Open              | E           | A           | 2     | 01          |             |           | N   |
| Fall    | R03     | 81903     | Recitation | Open              | E           | A           | 3     | 01          |             |           | N   |
| Fall    | R04     | 81904     | Recitation | Open              | E           | A           | 4     | 01          |             |           | N   |



Click the **SAVE** button to save the information that you entered.

Click the **Class Enrollment Limits** tab.

Use this page to edit **Enrollment Capacity** and **Waitlist Capacity** for existing classes.

Once students begin enrolling in classes, use this page to view **Enrollment and Waitlist Totals**.

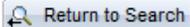
### Update Sections of a Class

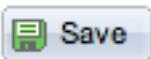
Course ID: 200679      Course Offering Nbr: 2  
Academic Institution: SUNY at Stony Brook  
Term: Fall 2011      Undergrad  
Subject Area: CHE      Chemistry  
Catalog Nbr: 131      General Chemistry IB

Class Sections      Customize | Filter | View All | First 1-8 c

Class Status      **Class Enrollment Limits**

| Session | Section | Class Nbr | Component  | Enrl Cap | Enrl Tot | Wait Cap | Wait Tot |
|---------|---------|-----------|------------|----------|----------|----------|----------|
| Fall    | 01      | 82055     | Lecture    | 570      |          | 160      |          |
| Fall    | 02      | 82077     | Lecture    | 570      |          | 160      |          |
| Fall    | 03      | 90609     | Lecture    | 0        |          |          |          |
| Fall    | 04      | 91262     | Lecture    | 0        |          |          |          |
| Fall    | R01     | 81901     | Recitation | 38       |          | 10       |          |
| Fall    | R02     | 81902     | Recitation | 38       |          | 10       |          |
| Fall    | R03     | 81903     | Recitation | 38       |          | 10       |          |
| Fall    | R04     | 81904     | Recitation | 38       |          | 10       |          |



Click the **SAVE** button to save the information that you entered.