9.2 Making Class Updates

Purpose: Use this document as a reference for the various navigations for making class updates.

Audience: Student Services staff.

Catalog changes after term scheduling has begun should be forward effective dated to a college agreed upon date before the next available term. Any changes to a course that MUST apply to the current term should be done using the Class pages indicated below on a per class basis. See details regarding additional information on these changes.

⚠ To make changes in a class that is part of a combined section, you must first REMOVE that class from the combined section. After you make the needed corrections, you can re-add the class to the combined section.

Where do I Update?	Details	Navigation
Course Description	Can be updated at the catalog level after a course is scheduled, but must Run Course Roll Process if applying to current term. If after enrollment occurs, requires all students to be dropped and re-enrolled.	Catalog Update: NavBar>Navigator>Curriculum Management>Course Catalog>Course Catalog Course Roll: NavBar>Navigator>Curriculum Management>Roll Curriculum Data Forward>Course Roll
Course Units and FA Progress Units	Can be updated by class after a class is scheduled, but if after enrollment occurs, requires all students to be dropped and re-enrolled.	NavBar>Navigator>Curriculum Management>Schedule of Classes> Adjust Class Associations>Class Associations tab
Grading Basis	Can be updated by class after a class is scheduled, but if after enrollment	NavBar>Navigator>Curriculum Management>Schedule of Classes> Adjust Class

Where do I Update?	Details	Navigation
	occurs, requires all students to be dropped and re-enrolled.	Associations>Class Components tab
Class Topics	Can be added by class to the class meeting only after a class is scheduled or after enrollment has occurred.	NavBar>Navigator>Curriculum Management>Schedule of Classes> Schedule Class Meetings>Meetings tab
Class Attributes	Can be updated by class after a class is scheduled or after enrollment occurs.	NavBar>Navigator>Curriculum Management>Schedule of Classes> Maintain Schedule of Classes>Basic Data tab
Enrollment Requirements (Pre-Requisites)	Can be updated by class after a class is scheduled or after enrollment occurs but will not apply to any student already enrolled. Students will show as "unknown" on PERC processing.	NavBar>Navigator>Curriculum Management>Schedule of Classes> Adjust Class Associations>Class Requisites tab
Correcting Components (Graded and Primary Course Component designations)	Do not update after class scheduling has occurred. If needed, cancel existing class sections and build new ones.	
Add/Drop Consent	Can be updated by class after a class is scheduled or after enrollment occurs but will not apply to any student already enrolled.	NavBar>Navigator>Curriculum Management>Schedule of Classes> Maintain Schedule of Classes>Enrollment Control tab
Class Fees	DO NOT make COURSE fee changes after scheduling class sections, changes will need to be made to each individual class section. If enrollment has occurred, users MUST manually recalculate tuition for each student enrollment.	NavBar>Navigator>Curriculum Management>Schedule of Classes> Maintain Schedule of Classes>Basic Data tab
Course Equivalent	Can be updated by class after a class is scheduled or after enrollment occurs.	NavBar>Navigator>Curriculum Management>Schedule of Classes> Maintain Schedule of Classes>Basic Data tab

Where do I Update?	Details	Navigation
Requirement Designation	Should not be updated after class scheduling has occurred.	
Room Characteristics	Can be updated by class after a class is scheduled or after enrollment occurs.	NavBar>Navigator>Curriculum Management>Schedule of Classes> Schedule Class Meetings>Meetings tab