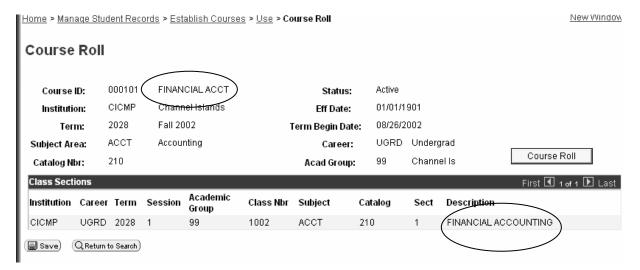
Course Roll

Navigation: Manage Student Records, Establish Courses, Use, Course Roll

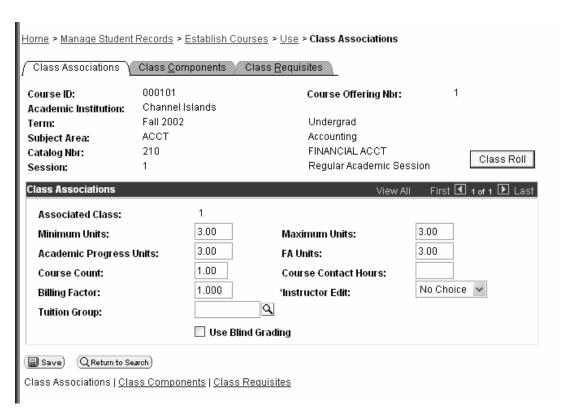


- The system displays the course offering information for the term and session in the upper portion of the page, and displays all the related class sections that have been scheduled for that term and session on the detail lines in the lower portion.
- 2. Compare the Institution, Career, Term, Academic Group, Subject, Catalog Number, and Description (course title) values for the scheduled class sections with the values for the related course catalog offering.
- 3. To update the class values, click the **Course Roll** button.
- 4. The system will roll the Course Catalog data down to the schedule of classes for each class section that has been scheduled for the course during that term and session.

For changes such as Units, Components, Requirement Groups, Instructor Edit, etc. after making the change at the course catalog go directly to the class association component for the term (s) the change needs to be made for and make the same change directly there.

For changes that effect the student enrollment such as units, title, etc. use Class roll to update the all enrollments for that term.

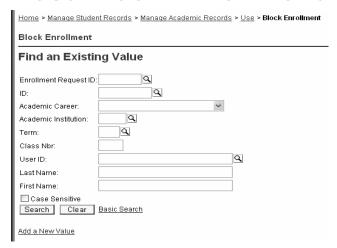
Class Roll



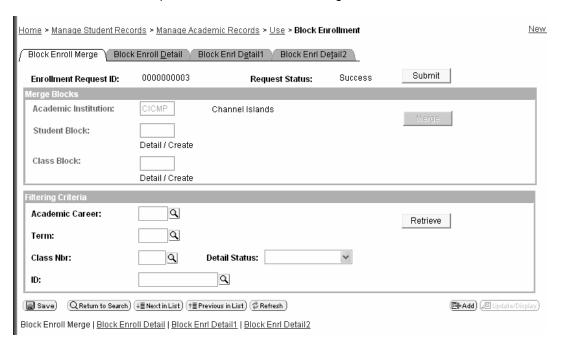
After making the appropriate changes to the class association select the class roll button to create a block enrollment for this change. You will receive a message with the block enrollment request ID. Write down the number and go to block enrollment.

NOTE: If the change effects all sections of the class make sure to make the change on each line of the class association.

Post Block Enrollment



Enter the Enrollment Request ID received when running class roll.



Enter the Academic Career

Enter Term

Enter Class Number

Select Retrieve

View students who's enrollments will change on the Block Enrollment Detail

View class data on the Block Enroll Detail 1

Go back to Block Enroll Merge page and select Submit.

Note: Status should change to Success – if there are errors resolve errors and submit again.