

Course Roll

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Course Roll

Course ID:	000101	FINANCIAL ACCT	Status:	Active
Institution:	CICMP	Channel Islands	Eff Date:	01/01/1901
Term:	2028	Fall 2002	Term Begin Date:	08/26/2002
Subject Area:	ACCT	Accounting	Career:	UGRD Undergrad
Catalog Nbr:	210		Acad Group:	99 Channel Is

[Course Roll](#)

Class Sections										First	1 of 1	Last
Institution	Career	Term	Session	Academic Group	Class Nbr	Subject	Catalog	Sect	Description			
CICMP	UGRD	2028	1	99	1002	ACCT	210	1	FINANCIAL ACCOUNTING			

[Save](#) [Return to Search](#)

1. 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

Home > [Manage Student Records](#) > [Establish Courses](#) > [Use](#) > **Class Associations**

[Class Associations](#) | [Class Components](#) | [Class Requisites](#)

Course ID:	000101	Course Offering Nbr:	1
Academic Institution:	Channel Islands		
Term:	Fall 2002	Undergrad	
Subject Area:	ACCT	Accounting	
Catalog Nbr:	210	FINANCIAL ACCT	
Session:	1	Regular Academic Session	Class Roll

Class Associations View All First 1 of 1 Last

Associated Class:	1		
Minimum Units:	<input type="text" value="3.00"/>	Maximum Units:	<input type="text" value="3.00"/>
Academic Progress Units:	<input type="text" value="3.00"/>	FA Units:	<input type="text" value="3.00"/>
Course Count:	<input type="text" value="1.00"/>	Course Contact Hours:	<input type="text"/>
Billing Factor:	<input type="text" value="1.000"/>	*Instructor Edit:	<input type="text" value="No Choice"/>
Tuition Group:	<input type="text"/>		

☐ Use Blind Grading

[Save](#) [Return to Search](#)

[Class Associations](#) | [Class Components](#) | [Class Requisites](#)

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

[Home](#) > [Manage Student Records](#) > [Manage Academic Records](#) > [Use](#) > **Block Enrollment**

Block Enrollment

Find an Existing Value

Enrollment Request ID:

ID:

Academic Career:

Academic Institution:

Term:

Class Nbr:

User ID:

Last Name:

First Name:

☐ Case Sensitive

[Basic Search](#)

[Add a New Value](#)

Enter the Enrollment Request ID received when running class roll.

[Home](#) > [Manage Student Records](#) > [Manage Academic Records](#) > [Use](#) > **Block Enrollment** [New](#)

[Block Enroll Merge](#) | **[Block Enroll Detail](#)** | [Block Enrl Dgtail1](#) | [Block Enrl Detail2](#)

Enrollment Request ID: 0000000003 **Request Status:** Success

Merge Blocks

Academic Institution: Channel Islands

Student Block: [Detail / Create](#)

Class Block: [Detail / Create](#)

Filtering Criteria

Academic Career:

Term:

Class Nbr: **Detail Status:**

ID:

[Block Enroll Merge](#) | [Block Enroll Detail](#) | [Block Enrl Detail1](#) | [Block Enrl Detail2](#)

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.