Updating Class Associations-032408

1. Navigate: Curriculum Management > Schedule of Classes > Adjust Class Associations.

2. Enter search criteria to find the class. Enter your Institution code in the Academic Institution field. Enter the Term. Enter additional criteria such as Subject and Catalog Number.

3. Click the Search button.

4. If necessary, select the desired course from the Search Results list.

5. Once a class is scheduled, use the Class Associations page to adjust units, change instructor edit views, select the blind grading option, etc.

6. Click the Class Components tab.

7. Use the Class Components page to modify aspects of class components such as grading basis, course components, and requirement designations.

8. Click the Class Requisites tab.

9. Use the Class Requisites page to modify, and, if appropriate, add more requisites to a class. Changes to requisites will not affect students already registered for the class.

10. Click the Detail link to access the Requirement Group Summary page, where you can review the enrollment requisites for both the course and class.

11. Select the Also Use Catalog Requisite checkbox to tell the system to use the course catalog requisite as well as the class requisite in the enrollment process.

   If you have requisites in the course catalog and you do not want to use them for the class offering, clear the Also Use Catalog Requisite checkbox.

12. To make a change, enter the class requisite requirement group.

13. If you have made changes on any of the pages, click Save.

14. Return to the Class Associations page. Click the Class Associations tab.

15. You will receive a warning message if you make a change on the Class Associations page and there are students enrolled in class sections with this Associated Class Number. Click OK.

16. Click the Class Roll button.

17. An enrollment request is created. Note down the Enrollment Request ID number, then click OK.

18. Navigate to Block Enroll Merge. Records and Enrollment > Enroll Students > Block Enrollment > Block Enroll Merge.

19. Enter the Enrollment Request ID number you noted down in the Enrollment Request ID field (note: you can omit the leading zeros).

20. Click Search.

21. On the Block Enroll Merge page, click Submit.

22. The Request Status shows Success. To see details on the enrollment changes, click Retrieve.
23. For more information, click the **DETAIL** link or click the **Block Enrl Detail** tab.

24. **End of Procedure.**