

## Updating Class Associations-032408

1.	Navigate: <b>Curriculum Management &gt; Schedule of Classes &gt; Adjust Class Associations.</b>
2.	Enter search criteria to find the class. Enter your Institution code in the <b>Academic Institution</b> field. Enter the <b>Term</b> . Enter additional criteria such as <b>Subject</b> and <b>Catalog Number</b> .
3.	Click the <b>Search</b> button.
4.	If necessary, select the desired course from the <b>Search Results</b> list.
5.	Once a class is scheduled, use the <b>Class Associations</b> page to adjust units, change instructor edit views, select the blind grading option, etc.
6.	Click the <b>Class Components</b> tab.
7.	Use the <b>Class Components</b> page to modify aspects of class components such as grading basis, course components, and requirement designations.
8.	Click the <b>Class Requisites</b> tab.
9.	Use the <b>Class Requisites</b> 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 <b>Detail</b> link to access the <b>Requirement Group Summary</b> page, where you can review the enrollment requisites for both the course and class.
11.	Select the <b>Also Use Catalog Requisite</b> 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 <b>Also Use Catalog Requisite</b> checkbox.
12.	To make a change, enter the class requisite requirement group.
13.	If you have made changes on any of the pages, click <b>Save</b> .
14.	Return to the <b>Class Associations</b> 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 <b>OK</b> .
16.	Click the <b>Class Roll</b> button.
17.	An enrollment request is created. Note down the <b>Enrollment Request ID</b> number, then click <b>OK</b> .
18.	Navigate to Block Enroll Merge. <b>Records and Enrollment &gt; Enroll Students &gt; Block Enrollment &gt; Block Enroll Merge.</b>
19.	Enter the <b>Enrollment Request ID</b> number you noted down in the <b>Enrollment Request ID</b> field (note: you can omit the leading zeros).
20.	Click <b>Search</b> .
21.	On the Block Enroll Merge page, click <b>Submit</b> .
22.	The <b>Request Status</b> shows <b>Success</b> . To see details on the enrollment changes, click <b>Retrieve</b> .

## Quick Guide



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23.	For more information, click the <b>DETAIL</b> link or click the <b>Block Enrl Detail1</b> tab.
24.	<b>End of Procedure.</b>