



## Maintaining Student Schedules Adding Courses

**Purpose:** *Administration* – Instructions on adding a course to a student’s schedule. There are several ways to add a course depending on the amount of information you know about the course the student wants to enroll in, as well as the school registration process.

### Adding One Course – Same Period

If a student drops a course and needs to schedule another course in the same period you will make a selection from a list of courses that are available for that particular period.

1. Choose student
2. Select **Modify Schedule** page.
3. Choose the period you need to enroll the student in a course from pop up menu.

**Modify Schedule - Enrollments**   
Atwood, Laura P 8 840000419 CHMS

Enrollments | Requests

[View Entire Year Schedule](#) [Edit Auto Schedule Parameters](#)

Effective Enrollment Date

Search Available Classes

Course Number  Period

**Enrollments**

Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
		1(A)	06-07	MAT200-1 Math 7	Crawford, Cindy U	135	5/15/2006	5/11/2007	<input type="checkbox"/>

4. Click **Find**.
5. The Available Courses page displays.

6. Refine your search for appropriate courses by choosing:

- a. Period
- b. Day
- c. Term
- d. Grade
- e. Teacher
- f. Credit type
- g. Course number

**Available Courses:**   
Atwood, Laura P 8 840000419 CHMS

Filter By

Period  Term  Teacher

Day  Grade  Credit Type

Course  Show only classes with available seats

Enroll date

Crs.Sec	Course Name	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
SOC300.1	American Conflicts	1(A)	06-07	Haws, Rachel X	0		1.00	13/25
ART100.1	Art 6	1(A)	06-07	Ballard, Peter E	0	6	1.00	9/25
SOC200.1	Basic U.S. History	1(A)	06-07	Driggs, Lacey G	0		1.00	16/25
ENG100.1	English 6	1(A)	06-07	Bean, Wanda G	0	6	1.00	10/25
ENG200.1	English 7	1(A)	06-07	Day, Janelle X	0		1.00	15/25
ENG300.1	English 8	1(A)	06-07	Hjorth, Jacob C	0	8	1.00	14/25
DES10.1	Health 8	1(A)	06-07	Jennings, Kyle H	0	8	1.00	11/25
MAT100.1	Math 6	1(A)	06-07	Chapman, Charles O	0	6	1.00	9/25
MAT200.1	Math 7	1(A)	06-07	Crawford, Cindy U	0		1.00	20/25
MAT300.1	Math 8	1(A)	06-07	Gregory, Heather T	0	8	1.00	15/25
MAT300.7	Math 8	1(A)	06-07	Yamaguchi, Mrs. G	0	8	1.00	14/25
DE100.1	DE 6	1(A)	06-07	Chidester, Jennifer B	0	6	1.00	11/25

7. Enter the correct enrollment date.
8. Click on the **course name** you want to enroll this student in.

9. The added course will now appear under Enrollments.

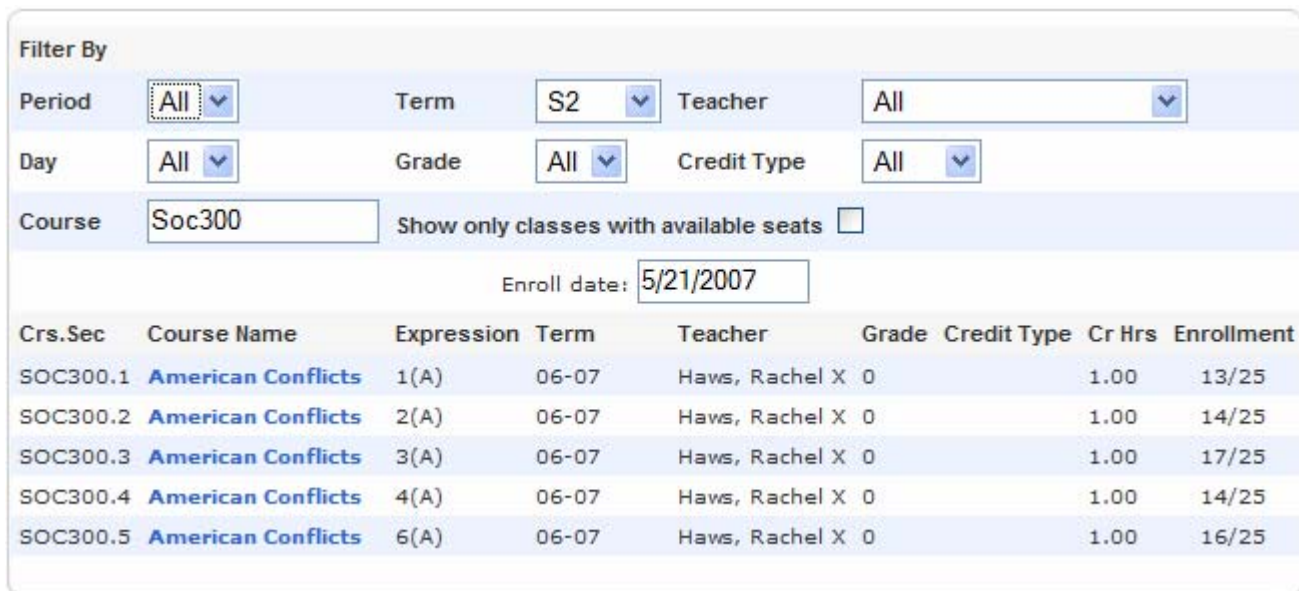
## Adding One Course – When You Know Course Number and/or Section Number

If you know the number of the course and the Section Number the student wants to enroll in, you can enroll him/her by:

1. Click **Modify Schedule** page after you select a student.



2. Enter **Course.Section** in the Quick Enroll area.
3. If you only enter the course number without the section number you may be shown several sections of that course if there is more than one available.



Crs.Sec	Course Name	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
SOC300.1	American Conflicts	1(A)	06-07	Haws, Rachel X	0		1.00	13/25
SOC300.2	American Conflicts	2(A)	06-07	Haws, Rachel X	0		1.00	14/25
SOC300.3	American Conflicts	3(A)	06-07	Haws, Rachel X	0		1.00	17/25
SOC300.4	American Conflicts	4(A)	06-07	Haws, Rachel X	0		1.00	14/25
SOC300.5	American Conflicts	6(A)	06-07	Haws, Rachel X	0		1.00	16/25

4. If more than one exists, click on the section you want.
5. If you knew the course number and the section number Click on **Enroll**