

In some cases, curriculum changes make it necessary to adjust classes that are already scheduled. When you make a change to a class that is already scheduled, you will need to cancel the class (which automatically drops the students), re-encode it, and re-enroll the students. If the change does not impact the students (e.g. course title change), then you can just cancel the class and re-enroll the students in the new class without contacting them about the change.

However, if the change to the course has an impact on the students, you will need to inform the student and have them enroll themselves. For example, if you change the time of the class, or the number of credit hours for the class from a lower number to a higher number (which increases the tuition owed for the class), you will need to send an email to the students saying that you had to cancel class, and instruct them to go in and register for the new class. Be sure to provide the student with the class details including the date, time, location, and the 4-digit class section number.

Enrolling a Student in Class

If the student needs an override to get into the class, they will not be able to register themselves. In that case, you will need to enroll the student. **IMPORTANT:** If you are enrolling a student after the session has started, please refer to the training document on [Processing Late Registration Requests](#) on the Campus Solutions training website.

Updating a Class via Course Roll

There are some features of a course that that can be updated via a Course Roll by Curriculum. When a Course Roll is initiated, the updates are made to all of the class sections associated with that course. The features that can be updated via Course Roll include: Course ID, Institution, Term, Subject Area, Catalog Number, Status, Effective Date, Term Begin Date, Career, and Academic Group.

Course Roll

Course ID:	109288	ENGLISH COMPOSTN I	Status:	Active
Institution:	FSCJ1	FSCJ1	Eff Date:	01/08/2007
Term:	2178	Fall 2017	Term Begin Date:	08/28/2017
Subject Area:	ENC	English Composition	Career:	CRED Credit
Catalog Nbr:	1101		Acad Group:	01 Lower A&P

[Course Roll](#)

Class Sections									
Institution	Career	Term	Session	Academic Group	Class Nbr	Subject	Catalog	Section	Description
FSCJ1	CRED	2178	1	01	1276	ENC	1101	10	ENGLISH COMPOSTN I
FSCJ1	CRED	2178	1	01	3662	ENC	1101	100	ENGLISH COMPOSTN I
FSCJ1	CRED	2178	1	01	3663	ENC	1101	101	ENGLISH COMPOSTN I
FSCJ1	CRED	2178	1	01	3664	ENC	1101	102	ENGLISH COMPOSTN I