# Section Changes at Semester

1. From the Student Profile > Current Scheduling tab, select the class that needs to have a section change.

2. Click the “Chng Sect” button to the right. The “Edit Schedule” window will open.

3. In the “Edit Schedule” select the section you want to schedule the student into.

4. Click the “Schedule Class” button. The “Change Section” window will open.

5. Change the “Class Control Set” for the dropped section to “YS1 (01-03) – Semester 1 (Subset)”. A “Grades will Disappear...” window will open.

6. In the “Grades will Disappear...” window, click the “Continue” button. You will return to the “Change Section” window.
7. Change the “Effective Date” for the dropped class to be the last day of the semester.

8. For the section being added, change the “Class Control Set” to be “YS2 (04-06) – Semester 2 (Subset)”.

9. Change the “Effective Date” to the first day of the second semester.

10. Click “Continue” in the upper right corner of the window.

    The “Change Section” window will close and you will return to the student’s Student Profile screen.

11. On the Student Profile screen, you will see that dropped course is now light blue and green to show the term was adjusted and the class has been dropped. The new section will be light blue to show that it was term adjusted to YS2.