Section Changes during Semester 2

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. For the dropped section leave the “Class Control Set” as “Y (01-06) – Year [Normal]

6. For the dropped section, set the “Effective Date” for whenever the course should be dropped.

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

8. Set the “Effective Date” for the appropriate add date (likely the same as the drop date for the other section).
9. 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.

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