



Remove Students from a Course-Section

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To delete a course, all students must be removed from all sections of the course. Then the sections can be deleted, and then the course can be deleted from the campus master schedule and then the district master schedule.

Remove Students from a Course-Section

Grade Reporting > Maintenance > Student > Group Maint > Group Course Change

This tab allows you to transfer all students who are currently enrolled in one course-section to another course-section.

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- ☐ In the **Old** fields, select the course, section, and semester to remove students from.
- ☐ In the **New** fields, select the course, section, and semester to move these students to.
- ☐ Be sure to select **Include WD Students** to include any students who withdrew from the campus. If these students are not transferred out of the **Old** course-section, this will prevent you from deleting the section.
- ☐ Under **Method**, select **Add new Crs/Sec and Delete Existing Crs/Sec**. This will cause the section to be deleted once all students are moved to the **New** course-section.
- ☐ Under **WD and Entry Dates**, enter the **Entry Date for New Course** for the **New** course-section.
- ☐ Select any course information that should be moved if applicable.
- ☐ Click **Execute**. A report is generated showing the results of the change.
- ☐ The **Save** button is disabled and not used on this page.

Remove Students from a Course-Section

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section

If no students are enrolled in a course-section, the section can be deleted.

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