




# **grade\_reporting\_group\_add\_delete\_withdraw**



# Table of Contents



**Add, Delete, or Withdraw** is displayed according to the selected **Action**. Use the following fields accordingly to indicate the class to be added, deleted, or withdrawn for students in the selected class:

<b>Crs</b>	Click  to <a href="#">select the course</a> . This is the course to be added, deleted, or withdrawn for the selected students.
<b>Section</b>	Select the section to be added, deleted, or withdrawn. The drop down lists sections for the selected course with following information in this order:  Section number  Beginning and ending periods  Seats assigned and maximum seats available (e.g., 13/25) <ul style="list-style-type: none"> <li>• An asterisk (*) is displayed next to the seat count if a section has met or exceeded the maximum number of seats.</li> <li>• Seats are calculated based on the semester selected for the new course. If you have not selected a semester, seats are calculated based on the semester selected for the old course. If a different semester is selected, the seat count may be different in the <b>Section</b> drop down.</li> <li>• Instructor ID and name in parentheses</li> </ul> When <b>Add</b> is selected, only unlocked sections of the course are listed. Course-sections are locked in the campus master schedule.  If all sections of the course are locked, the course is not listed in the <b>Course</b> lookup.
<b>Sem</b>	Select the semester of the course-section to be added, deleted, or withdrawn.
<b>Title</b>	The course title is displayed.



## Back Cover