



## **grade\_reporting\_group\_new**



## Table of Contents



Indicate the class to which the students are being transferred:

<b>Crs</b>	Click  to <a href="#">select the course</a> .
<b>Section</b>	<p>Select the section to be added, deleted, or withdrawn.</p> <p>The drop down lists sections for the selected course with following information in this order:</p> <p>Section number</p> <p>Beginning and ending periods</p> <p>Seats assigned and maximum seats available (e.g., 13/25)</p> <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> <p>When <b>Add</b> is selected, only unlocked sections of the course are listed. Course-sections are locked in the campus master schedule.</p> <p>If all sections of the course are locked, the course is not listed in the <b>Course</b> lookup.</p>
<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	Select the semester of the course-section to be added, deleted, or withdrawn.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