




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



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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Select the section to be added, deleted, or withdrawn.<br/>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>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 displayed in the <b>Course</b> lookup.</p> |
| <b>Sem</b>     | Select the semester of the course-section to which the students are being transferred.  |
| <b>Title</b>   | The course title is displayed.  |



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