Group Course Change

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This tab allows you to transfer a group of students from one course-section to another. The tab is disabled for prior school years.

The old course and the new course must be in the same semester.

About gender restrictions

Gender restriction is set at the Section and District master schedule page. The program looks at the Section tab first. If a gender restriction exists on the Section tab, it checks if the student meets that restriction.

- If the student does not meet the gender restriction, the course-section cannot be added.
- If there is no gender restriction on the Section tab, the program looks for a gender restriction on the District page and validates the student's gender. If the student does not meet the gender restriction, the course-section cannot be added.
- The **Typ Rstrctn** on the Section tab indicates if you can override the restriction:
  - If *Selectable* is selected - You can override the restriction and enroll a student in the course-section.
  - If *Fixed* is selected - The course-section cannot be added if the student does not meet the restriction.

About grade restrictions

Grade restrictions are set on the Section and Course tabs at the campus level. The program looks at the Section tab first. If a grade restriction exists on the Section tab, it checks if the student meets that restriction.

- If the student does not meet the restriction, the course-section cannot be added.
- If there is no grade restriction on the Section tab, the program looks for a grade restriction on the Course tab and validates the student's grade level. If the student does not meet the grade restriction, the course-section cannot be added.
- The **Typ Rstrctn** on the Section tab indicates if you can override the restriction:
  - If *Selectable* is selected - You can override the restriction and enroll a student in the course-section.
  - If *Fixed* is selected - The course-section cannot be added if the student does not meet the restriction.

Transfer students:

Old	Indicate the class <u>from</u> which the students are being transferred:	
	Course	Click ⋮ to select the course.
	Section	Select the section in which the students are currently scheduled. 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) • An asterisk (*) is displayed next to the seat count if a section has met or exceeded the maximum number of seats. • 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 **Section** drop down. • Instructor ID and name in parentheses
	Sem	Select the semester of the course-section in which the students are currently enrolled.
	Title	The course title is displayed.
New	Indicate the class <u>to</u> which the students are being transferred:	
	Crs	Click ⋮ to select the course.
	Section	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) • An asterisk (*) is displayed next to the seat count if a section has met or exceeded the maximum number of seats. • 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 **Section** drop down. • Instructor ID and name in parentheses 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 displayed in the **Course** lookup.
	Sem	Select the semester of the course-section to which the students are being transferred.
	Title	The course title is displayed.
Track	Select a track. Or, select *ALL* to include students from all attendance tracks. The student's track is based on the entry date for the new course. If the **Method** is **Withdraw from Crs/Sec and Enter another Crs/Sec**, the withdrawal date for the **Old** course is validated based on the track the student was on as of the withdrawal date.	

Include WD Students	Select to include students who are currently withdrawn from the campus in the transfer.
Reenroll WD Courses	Select to include students who were previously enrolled in the **New** course-section and withdrew prior to the entry date for the **New** course.

Method	Select the transfer method: **IMPORTANT:** In most cases, you should use the **Withdraw from Crs/Sec and Enter another Crs/Sec** method. You should avoid deleting an existing course-section except in specific situations.		
	Add new Crs/Sec and Delete Existing Crs/Sec	This method is not recommended in most cases. If selected, enter the following under **WD and Entry Dates**:	
		Entry Date for New Course	Type the entry date for the new course in the MMDDYYYY format.
		If you attempt to delete a course on or after the last Friday in October (i.e., the PEIMS snapshot date) for the current school year, you are prompted to confirm that you want to continue. Click **OK**. **WARNING:** Do not click **OK** unless you are deleting a mistake that was made in entering the original course. Otherwise, all data will be deleted and will need to be reentered. Students who withdrew from the campus before the entry date entered (including No Show students), will be listed with an "invalid entry date" message on the error report. You can only add a course-section for students who withdrew before the new course entry date if you also delete the old section. Students who withdrew from the **Old** course-section are not automatically enrolled in the new course-section, regardless of the method selected. This includes students who were in a course-section that was deleted. These students will be listed on the error report. You must transfer these students individually to the **New** course-section using [Maintenance > Student > Individual Maint > Crs/Sec Change]. If the **Old** course has cycle grades or absences in ASCENDER, or assignment grades in TeacherPortal, a record is created in an audit table that contains the cycle grades, absences, and instructor for the old course as well as the new course, section, semester, user ID, and date-time stamp. The withdrawal date for the old course in the record is the entry date in the new course.	
	Withdraw from Crs/Sec and Enter another Crs/Sec	For any graded assignments and comments, a record is created in separate audit tables containing the same data along with the user ID and date-time stamp.	
		If selected, enter the following under **WD and Entry Dates**:	
		WD Date for Original Course	Type the withdrawal date for the original course in the MMDDYYYY format.
		Entry Date for New Course	Type the entry date for the new course in the MMDDYYYY format.
		This method should be used for all Career and Technical Education (CTE) course-section changes to ensure that you do not lose CTE hours/dollars. **In most cases, the same date should be entered in both fields.** Students who withdrew from the old course-section are not moved to the new course; these students are listed on the error report. If a working cycle average exists for the old course for the same semester and cycle as the entry date for the new course, a transfer record is created for the new course with the working cycle average as the transfer grade. If the working cycle average is I, the transfer record is still created in TeacherPortal, but the transfer grade is left blank.	

Move Course Information	Select to move course information to the new course-section. If selected, the additional fields are enabled allowing you to select the specific fields you want to move to the new course. If **Grades** is selected, only the cycle grades are copied. In TeacherPortal, if the student is transferring to a different section of the same course, the program moves the working cycle average to the new section.

❑ Click **Execute**.

- A report is produced that lists the transfer results. Review, save, and/or print the report.

    Review the report using the following buttons:

    Click First to go to the first page of the report.
   Click ◄ to go back one page.
    Click ► to go forward one page.
    Click Last to go to the last page of the report.

    The report can be viewed and saved in various file formats.

    Click 🅰 to save and print the report in PDF format.

    Click 🅱 to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
    Click ✖ to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

- If errors are found, an error report is also generated.

Students with error messages are not transferred.

Cancel	Click to close the page.

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