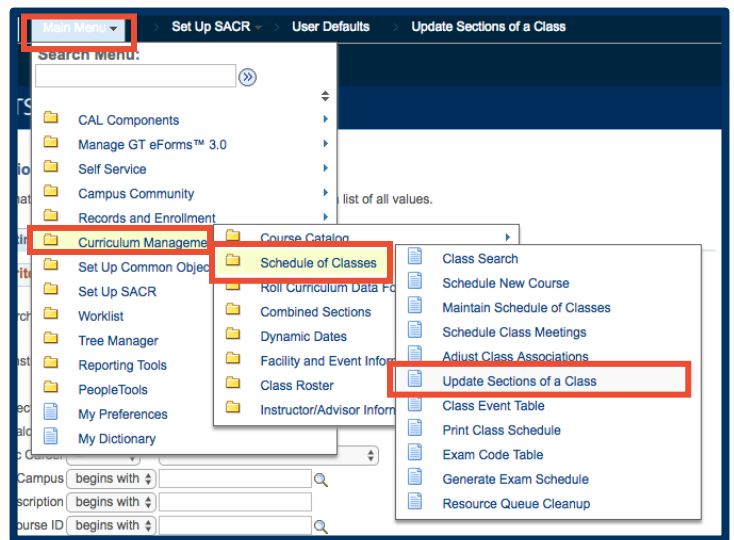


Updating Sections of a Class

In this step-by-step guide, we will first examine how to search for and update a class with only one component and section. Then we will explore searching for and updating a class with multiple components and sections.

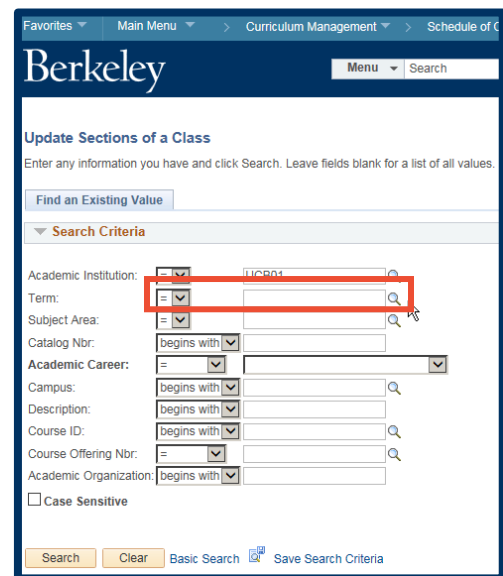
Once a class has been set up, you may want to adjust some of its attributes. You can do this by following the **Main Menu** path that leads you to **Maintain Schedule of Classes**, or you can use an alternate route, **Main Menu > Curriculum Management > Manage Schedule of Classes > Update Sections of a Class**. From there, you can adjust several attributes, such as **Add and Drop Consent, Auto Enroll, Resection to Section, Association, and Class Type**.

1. Navigate to **Main Menu > Curriculum Management > Manage Schedule of Classes > Update Sections of a Class**.



2. The **Update Sections of a Class— Find an Existing Value** search window appears.

Begin your search for a class by clicking on the **Lookup** button (magnifying glass icon) for **Term**.



- In the **Subject Area** text box, select the subject area you are looking for.

Specify the **Catalog Nbr** next.

Update Sections of a Class
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution: [=] UCB01

Term: [=] 2158

Subject Area: [=] **afric**

Catalog Nbr: begins with []

Academic Career: [=] []

Campus: begins with []

Description: begins with []

Course ID: begins with []

Course Offering Nbr: [=] []

Academic Organization: begins with []

Case Sensitive

NOTE: This search is not case sensitive, unless you configure it as such.

- Select an **Academic Career** using the drop-down menu and click **Search**.

Update Sections of a Class
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution: [=] UCB01

Term: [=] 2158

Subject Area: [=] AFRICAM

Catalog Nbr: begins with [] 11A

Academic Career: [=] []

Campus: begins with []

Description: begins with []

Course ID: begins with []

Course Offering Nbr: [=] []

Academic Organization: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

5. The **Search Results** are displayed in a table below the **Search** button.

6. Click on the desired class in the **Search Results** table.

Update Sections of a Class
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: = UCB01
Term: = 2158
Subject Area: = AFRICAM
Catalog Nbr: begins with 11A
Academic Career: = Undergraduate
Campus: begins with BERK
Description: begins with
Course ID: begins with
Course Offering Nbr: =
Academic Organization: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UCB01	2158	AFRICAM	11A	Undergrad	BERK	Elementary Swahili	100024	1

7. The **Class Sections** table view opens in the **Update Sections of a Class** dialog window.

Update Sections of a Class

Course ID: 100024 Course Offering Nbr: 1
Academic Institution: UC Berkeley
Term: 2015 Fall Undergrad
Subject Area: AFRICAM African American Studies
Catalog Nbr: 11A Elementary Swahili

Class Sections Personalize | Find | View All | First 1 of 1 Last

Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Add Consent	*Drop Consent	Schd Print
Regular	001	30656	Recitation	Open	E	A	1				N	N	<input checked="" type="checkbox"/>

Save Return to Search Notify

8. Make whatever changes are necessary, and then click the **Save** button.

Update Sections of a Class

Course ID: 100024 Course Offering Nbr: 1
Academic Institution: UC Berkeley
Term: 2015 Fall Undergrad
Subject Area: AFRICAM African American Studies
Catalog Nbr: 11A Elementary Swahili

Class Sections Personalize | Find | View All | First 1 of 1 Last

Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Add Consent	*Drop Consent	Schd Print
Regular	001	30656	Recitation	Open	E	A	1				N	N	<input checked="" type="checkbox"/>

Save Return to Search Notify

9. Click the **Class Enrollment Limits** tab.

Update Sections of a Class

Course ID: 100024 Course Offering Nbr: 1
 Academic Institution: UC Berkeley Undergrad
 Term: 2015 Fall African American Studies
 Subject Area: AFRICAM Elementary Swahili
 Catalog Nbr: 11A

Class Sections Personalize | Find | View All | First 1 of 1 Last

Class Status **Class Enrollment Limits**

Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Add Consent	*Drop Consent	Schd Print
Regular	001	30656	Recitation	Open	E	A		1			N	N	<input checked="" type="checkbox"/>

Save Return to Search Notify

10. Make changes to **Enrl Cap, Wait Cap, and Min Enrl**, as needed.

Update Sections of a Class

Course ID: 100024 Course Offering Nbr: 1
 Academic Institution: UC Berkeley Undergrad
 Term: 2015 Fall African American Studies
 Subject Area: AFRICAM Elementary Swahili
 Catalog Nbr: 11A

Class Sections Personalize | Find | View All | First 1 of 1 Last

Class Status **Class Enrollment Limits**

Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl
Regular	001	30656	Recitation	21		21		

Save Return to Search Notify

11. Click **Save** to save any changes you have made in the **Class Enrollment Limits** tab.

Update Sections of a Class

Course ID: 100024 Course Offering Nbr: 1
 Academic Institution: UC Berkeley Undergrad
 Term: 2015 Fall African American Studies
 Subject Area: AFRICAM Elementary Swahili
 Catalog Nbr: 11A

Class Sections Personalize | Find | View All | First 1 of 1 Last

Class Status **Class Enrollment Limits**

Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl
Regular	001	30656	Recitation	21		21		

Save Return to Search Notify

The previous **Steps 2-11** show you how to search for and update a class that has only one component and section. The following steps will demonstrate searching for and viewing a class with multiple components and sections.

- From the **Main Menu**, select **Curriculum Management** > **Schedule of Classes** > **Update Sections of a Class**.

Update Sections of a Class

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: = UCB01

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Academic Organization: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

- In the **Update Sections of a Class** dialog window, complete the **Term**, **Subject Area**, **Catalog Nbr** and **Academic Career** fields.

Click **Search**.

Update Sections of a Class

Enter any information you have and click Search. Leave fields blank for a list of all

Find an Existing Value

Search Criteria

Academic Institution: = UCB01

Term: = 2158

Subject Area: = PHYSICS

Catalog Nbr: begins with 7A

Academic Career: = Undergraduate

Campus: begins with

Description: begins with

Course ID: begins with

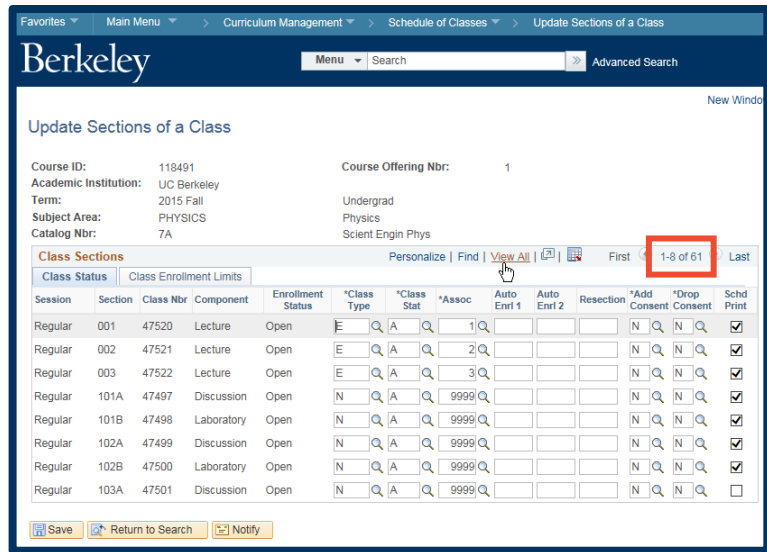
Course Offering Nbr: =

Academic Organization: begins with

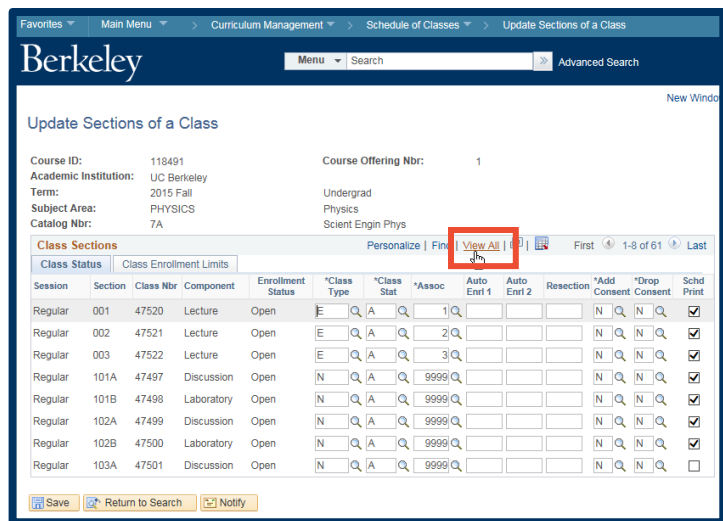
Case Sensitive

Search Clear Basic Search Save Search Criteria

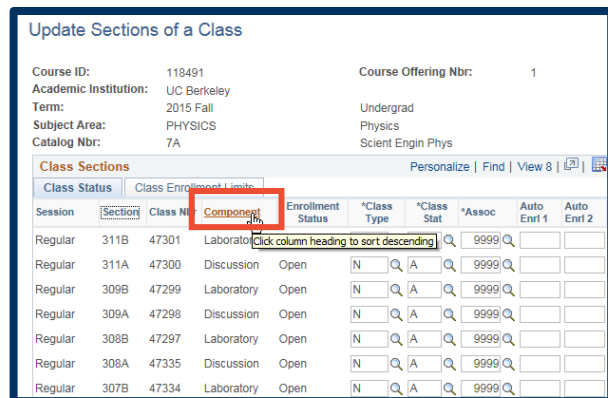
14. The class sections search results are listed. Note that in this example, we are viewing sections 1–8 of 61 sections of Physics 7A.



15. To see all sections of this class, click **View All**.



16. All column heads are sortable by clicking on them. The first click will sort in ascending order.



17. The second click sorts in descending order, with the **Lecture** components at the top of the list.

Update Sections of a Class

Course ID: 118491 Course Offering Nbr: 1
 Academic Institution: UC Berkeley
 Term: 2015 Fall Undergrad
 Subject Area: PHYSICS Physics
 Catalog Nbr: 7A Scient Engin Phys

Class Sections Personalize | Find | View 8 | [Print] [Refresh]

Class Status | Class Enrollment Limits

Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2			
Regular	003	47522	Lecture	Open	E	Q	A	Q	3	Q		
Regular	002	47521	Lecture	Open	E	Q	A	Q	2	Q		
Regular	001	47520	Lecture	Open	E	Q	A	Q	1	Q		
Regular	311B	47301	Laboratory	Open	N	Q	A	Q	9999	Q		
Regular	309B	47299	Laboratory	Open	N	Q	A	Q	9999	Q		
Regular	308B	47297	Laboratory	Open	N	Q	A	Q	9999	Q		
Regular	307B	47334	Laboratory	Open	N	Q	A	Q	9999	Q		
Regular	306B	47332	Laboratory	Open	N	Q	A	Q	9999	Q		
Regular	305B	47288	Laboratory	Open	N	Q	A	Q	9999	Q		

18. To return to viewing only eight sections of the class, click the **View 8** link.

Update Sections of a Class

Course ID: 118491 Course Offering Nbr: 1
 Academic Institution: UC Berkeley
 Term: 2015 Fall Undergrad
 Subject Area: PHYSICS Physics
 Catalog Nbr: 7A Scient Engin Phys

Class Sections Personalize | Find | View 8 | [Print] [Refresh]

Class Status | Class Enrollment Limits

Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2			
Regular	003	47522	Lecture	Open	E	Q	A	Q	3	Q		
Regular	002	47521	Lecture	Open	E	Q	A	Q	2	Q		
Regular	001	47520	Lecture	Open	E	Q	A	Q	1	Q		
Regular	311B	47301	Laboratory	Open	N	Q	A	Q	9999	Q		
Regular	309B	47299	Laboratory	Open	N	Q	A	Q	9999	Q		
Regular	308B	47297	Laboratory	Open	N	Q	A	Q	9999	Q		
Regular	307B	47334	Laboratory	Open	N	Q	A	Q	9999	Q		
Regular	306B	47332	Laboratory	Open	N	Q	A	Q	9999	Q		
Regular	305B	47288	Laboratory	Open	N	Q	A	Q	9999	Q		

19. Click the **Class Enrollment Limits** tab.

Update Sections of a Class

Course ID: 118491 Course Offering Nbr: 1
 Academic Institution: UC Berkeley
 Term: 2015 Fall Undergrad
 Subject Area: PHYSICS Physics
 Catalog Nbr: 7A Scient Engin Phys

Class Sections Personalize | Find | View 8 | [Print] [Refresh]

Class Status | Class Enrollment Limits

Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2			
Regular	003	47522	Lecture	Open	E	Q	A	Q	3	Q		
Regular	002	47521	Lecture	Open	E	Q	A	Q	2	Q		
Regular	001	47520	Lecture	Open	E	Q	A	Q	1	Q		
Regular	311B	47301	Laboratory	Open	N	Q	A	Q	9999	Q		

20. After making any changes to **Enrl Cap**, **Wait Cap**, or **Min Enrl**, click the **Save** button.

Update Sections of a Class

Course ID: 119491 Course Offering Nbr: 1
 Academic Institution: UC Berkeley
 Term: 2015 Fall Undergrad
 Subject Area: PHYSICS Physics
 Catalog Nbr: 7A Scient Engin Phys

Class Sections Personalize | Find | View All | [?] [?] First 1-8 of 61 Last

Class Status	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl
Regular	001	47520	Lecture	80				
Regular	002	47521	Lecture	216				
Regular	003	47522	Lecture	180				
Regular	307B	47334	Laboratory	0				
Regular	105B	47512	Laboratory	0				
Regular	306B	47332	Laboratory	0				
Regular	301B	47326	Laboratory	20				
Regular	110B	47474	Laboratory	1				

Save Return to Search Notify

21. To begin a search for another class, click the **Return to Search** button —OR— follow the links from **Main Menu: Curriculum Management > Schedule of Classes > Update Sections of a Class**.

Update Sections of a Class

Course ID: 119491 Course Offering Nbr: 1
 Academic Institution: UC Berkeley
 Term: 2015 Fall Undergrad
 Subject Area: PHYSICS Physics
 Catalog Nbr: 7A Scient Engin Phys

Class Sections Personalize | Find | View All | [?] [?] First

Class Status	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection
Regular	003	47522	Lecture	Open	E	A	3			
Regular	002	47521	Lecture	Open	E	A	2			
Regular	001	47520	Lecture	Open	E	A	1			
Regular	311B	47301	Laboratory	Open	N	A	9999			
Regular	309B	47299	Laboratory	Open	N	A	9999			
Regular	308B	47297	Laboratory	Open	N	A	9999			
Regular	307B	47334	Laboratory	Open	N	A	9999			
Regular	306B	47332	Laboratory	Open	N	A	9999			

Save Return to Search Notify

Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)
- Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/it

For additional SIS resources, please visit:

- <http://sis.berkeley.edu/training>