

Registrar's Round Table

Schedule Changes Scenarios

Example 1: Cleaning up schedule conflicts prior to the 1st day of school

Recommended:

Unschedule, delete, add, edit, replace

(Use the current date as effective date not 1st day of school so information is available to EA+)

Not Recommended:

Drop – builds up unneeded transactions records, **Change Section** – limited to same course

Example 2: Student needs to change sections of the same course (in the middle of the course length).

Recommended:

Drop/Add or Replace

Not Recommended:

Delete – removes information in Gradebook, **Edit** – doesn't transfer scores, **Change Section** – moves posted grades

Example 3: Student needs to drop course **A** and take course **B** (in the middle of the course length).

Recommended:

Drop/Add or Replace

Not Recommended:

Delete – removes information in Gradebook, **Edit** – has to end on a specific subset available for scheduling, **Change Section** – moves posted grades

Example 4: Student is going to discontinue course **A** (a year long course) at the end of the semester.

Recommended:

Drop/Add or Edit

Not Recommended:

Delete – removes information in Gradebook, **Add** – stopping course not adding, **Change Section or Replace** – only need the first ½ of the process

Example 5: Student is going to change sections for course **A** (a year long course) at the end of the 1st semester.

Recommended:

Drop/Add or Replace

Not Recommended:

Delete – removes information in Gradebook, **Edit** – has to end on a specific subset available for scheduling, **Change Section** – moves posted grades

Example 6: Changing student schedules at the end of the semester/trimester.

Recommended:

Delete – SM2 class only (never attended), **unscheduled** – SM2 courses only, **drop/add** – shows scores for YR courses, **edit** – won't transfer scores, **Replace** – transfers scores

Not Recommended:

Change Section – will move posted grades

Additional Notes: Mass Move Students to another class will blank out the Gradebook.

Making a current course historical in grade history will also blank out this student from the Gradebook.