

CLASS SECTION NAVIGATION IN CAMPUS CONNECTION

How to check enrollment status and class sizes:

1. Curriculum Management
2. Schedule of Classes
3. Update Sections of a Class
 - a. First tab (Class Status)
 - Enrollment status will show if course is open or closed
 - Class type: E= enrollment; N= non-enrollment (non-enrollment is use for zero credit courses)
 - Class stat: A = Active; S=Stop further enrollment; T= tentative section;
 - X= cancelled section;
 - S/T/X – will Hide course when students are viewing Schedule of Classes
 - Consent: D=Department Consent Required; I=Instructor Consent Required; N=No Special Consent Required
 - b. Second Tab (Class Enrollment Limits)
 - We will NO LONGER use zero as a class limit. You must use Special Permission to control enrollment
 - Cap Enrl: This is the class limit
 - Tot Enrl: This is the number of students currently enrolled
 - We are not using PeopleSoft's Waitlist capabilities at this time.

How to print a class roster:

1. Curriculum Management
2. Class Roster
3. Class Roster
 - Fill in Academic Institution (UND01), Term (0910), Subject Area (Math) Catalog Number (103).
 - Hit SEARCH. This will bring up a list of Math 103 courses in order of class number.
 - Click on appropriate course to bring up roster.
 - Use the Enrollment Status drop down box if you'd like to check who has dropped. It will default to ENROLLED. You can print roster from this page.

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