Review Rolled Classes for Accuracy

Classes have rolled from the previously scheduled term. To ensure that your classes are accurately presented in next year's Schedule of Classes, confirm the following information before enrollment opens. For additional guidance, consult Workflow documents.

Question	Action	Check
Basic Data Tab: Will the course have the same primary and secondary components (i.e. lecture/lab)?	Add and remove components from the Schedule of Classes as necessary, including extra discussion sections or labs. Students will encounter difficulty when registering for classes if secondary components are not accurate. *If you need to completely change component, best to delete class, change in Catalog, and reschedule class*	❑
Meetings Tab: Are there faculty, teaching fellows, and instructional staff listed in the Meetings Tab who are no longer affiliated with the course?	Add/Remove names of instructors as necessary.	❑
Meetings Tab: Is the meeting pattern the same as last year?	Adjust meeting pattern as necessary. The Placeholder section should NOT have a meeting pattern; if a meeting time is in place, it may create a scheduling conflict and prevent a student from enrolling.	❑
Enrollment Control Tab: Does the class have an enrollment capacity?	Add, adjust or remove the enrollment cap on the primary component. Classes with enrollment caps require Instructor Consent to enroll. Placeholder sections like a lab, discussion, should always be '999' to prevent enrollment complications.	
Enrollment Control Tab: Should the room capacity remain the same?	Adjust the room capacity as necessary.	❑
Enrollment Control Tab: Does this class require Instructor Consent for the student to enroll?	If Yes, confirm Add Consent field is set to 'Instructor'. If No, confirm it is set to 'No Consent'. *Tip: Secondary components should not be marked Instructor Consent required; students will be unable to enroll.	❑