Getting Your Sections Ready for Start of Term

To ensure that students can register for department courses and your Teaching Fellows/Assistants can start sectioning classes, check these items in the Schedule of Classes before enrollment opens.

Question	Reason	Check
Did you create all of the placeholder Discussion, Laboratory, or other sections you need for your courses? DIS=discussion section LAB=lab section FLM=film section	Students will be able to enroll in course, but not in section. Or, depending on setup students may not be able to enroll at all. TAs/TFs will not see section in Sectioning Tool.	☐
Is your placeholder section set to Schedule Print?	Student will be able to enroll in course, but not in section. TAs/TFs will not see section in Sectioning Tool.	☐
Does the Class Association number of the placeholder section match that of the primary component (lecture, etc.)?	Student will be able to enroll in course, but not in section. Section will appear on separate row in Sectioning Tool, RO office will need to fix.	☐
Does the placeholder section have blank meeting times?	Students will NOT be able to enroll in course if section has same meeting time as primary component, due to time conflicts.	☐
Does the placeholder section have the same enrollment capacity as the primary component?	If section is set at default of 30, but lecture is set to 999, the 31st person will not be able to enroll in course.	☐

What if Students Can't Enroll, and I Fix the Problem?

If students can't enroll due to one of the above problems, and you fix it in the Schedule of Classes, advise them to REMOVE the class from their Crimson Cart, add it back in. This will refresh the data, and then they will be able to enroll.

What if My Course Meets in Sections?

If you have created multiple primary components and no secondary sections, your TA/TF will see multiple rows in the Sectioning Tool.

Sectioning Roster	Find	View All	First ◀ 1 of 5 ▶ Last

They will have to enroll students into each of these individual sections. Use the arrows to move from section to section.