Setting Auto Enrollment of Class Sections

This guide will cover:

- Ordering a class that automatically enrolls students into another section of the course once they have enrolled in a different section.
- In order to auto enroll a section, the component for one section must be different than the other.
- Note: Please make sure your courses have already been scheduled. The following steps only provide the process to setting up auto enrollment for classes that have already been scheduled.

**Step One**
Using the Main Menu, navigate to the Update Sections of a Class component.

**Step Two**
Enter information into the following fields of the search criteria. Click **Search** and then select your desired course.

- Academic Institution
- Term
- Subject Area
- Catalog Nbr
- Academic Career
- Course Offering Nbr

**Step Three**
Click **SEARCH**.
Step Four

Locate the section that has been labeled as Non-Enrollment. To find that section look at the class type column and look for the field that has a value of ‘N’.

**This field is being pulled from the Basic Data tab when you first scheduled the course for that particular term.

We want to set that particular course section as the value for Auto Enrollment for all other sections. This will automatically enroll the student into the non-enrollment section.

![Image](image1.png)

Step Four

Locate the sections that have been labeled as Enrollment. To find those sections look at the class type column and look for the field that has a value of ‘E’.

**This field is being pulled from the Basic Data tab as well.

Step Five

For the sections that have been labeled as enrollment, enter the Non-Enrolled section number in the Auto Enrl 1 field (Auto Enrollment field). See image below.

![Image](image2.png)
**Step Five**

Once you have set the Auto Enrl 1 values for the enrolled sections, click **Save**.

You have completed the steps for setting auto enrollment for class sections.