This topic demonstrates how to schedule a multi-component class using the auto-enroll feature.

SIS provides users the ability to automatically enroll students in a class section when students select a section that is associated with it during registration. This option can only be utilized when each Enroll section has only one Non-Enroll section per component in which students can register. Auto-enroll sections are scheduled in the same manner as multiple-component sections. After completing the process of setting up one Non-Enroll section per component for each Enroll component section, the 1st Auto Enroll Section field (and 2nd Auto Enroll Section field, if necessary) are used to indicate the sections that comprise a single enrollment action. These fields are located on the Enrollment Control tab.

Example 1

Component	Section	Class Type	Associated Class	1st Auto Enroll Section
LEC	100	Non-Enroll	100	n/a
LAB	110	Enroll	100	100
LAB	111	Enroll	100	100

In this example, a student selects lab section 110 or 111, and then is automatically enrolled in lecture section 100.

Example 2

Component	Section	Class Type	Associated Class	1st AutoEnroll Section
LEC	100	Enroll	100	110
LEC	200	Enroll	200	210
LAB	110	Non-Enroll	100	n/a
LAB	210	Non-Enroll	200	n/a

In this example, if a student selects lecture section 100, then they are automatically enrolled in lab section 110. If a student selects lecture section 200, they are automatically enrolled in lab section 210.

Example 3

Component	Section	Class Type	Associated class	1st Auto Enroll Section	2nd Auto Enroll Section
LEC	100	Enroll	100	110	111
LAB	110	Non-Enroll	100	n/a	n/a
REC	111	Non-Enroll	100	n/a	n/a

In this example, a student selects lecture section 100, and then is automatically enrolled in both lab section 110 and recitation section 111.

Use the directions in this topic to schedule a multi-component course offering that utilizes the auto-enroll feature.

Note: Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. From the NavBar, select Navigator > Curriculum Management > Schedule of Classes > **Maintain Schedule of Classes**.

The **Maintain Schedule of Classes** search screen appears.

2. Click **Look up Academic Institution** and select CASE1.

3. Click **Look up Term** and select the appropriate term from the list.

4. Click **Search**.

5. All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class.

6. The **Basic Data** tab appears.

   The total number of class sections that exist for the course in its current state is displayed on the **Class Sections** groupbox header. Each number is a row on the course offering, and each row is one section.

7. Locate the **Class Section** and **Component** fields. The first class section of the course offering is usually the Lecture component. The first class section of any course offering is number "100."

8. Locate the **Class Type** field. With an Auto Enroll section, the Lecture class type value doesn't have to be **Enroll**. If students will choose a lab and then be automatically enrolled in a lecture, then the class type of the lecture section is **Non-Enroll**.

9. Classes that utilize the **Auto Enroll** fields still must use the **Associated Class** field to associate sections of the course offering.

10. To look at other sections, click the **Show next row** button.

11. Locate the **Class Section**, **Component**, **Class Type**, and **Associated Class** fields.

    Classes utilizing the Auto Enroll feature must be set up in the same manner as other multiple-component classes prior to activating the Auto Enroll fields. Confirm that all sections of the course offering have been set up appropriately before proceeding to the **Enrollment Control** tab.

12. Click the **Enrollment Control** tab.

13. In order to automatically enroll students who choose one component section into another component section, use the **1st Auto Enroll Section** field.

    Enter the appropriate section number into the **1st Auto Enroll Section** field.

14. Click the **Show next row** button to see other sections and enter the auto-enroll section number into the **1st Auto Enroll Section** field.

15. **The 2nd Auto Enroll Section** field can be used if students are automatically enrolled into two sections at a time. For example, this field could be used if after selecting a lecture, students were automatically enrolled into both a laboratory section and a recitation section.

16. Click the **Save** button.

This completes the process of using the auto enroll function to automatically enroll students into a class that is associated with it.

Refer to the remaining job aids in this section to assist with additional edits to the schedule of classes.