

Schedule Auto Enroll Class

Introduction

An auto-enroll class is a section automatically selected when students choose its associated class in Class Search. Auto-enroll sections only apply to multiple component courses.

After [scheduling your multiple component course](#), you will use the 1st Auto Enroll Section field to indicate the section that will be automatically selected for the student. 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 (itself)	n/a
LAB	110	Enroll	100 (LEC)	100
LAB	111	Enroll	100 (LEC)	100

In this example, if a student selects lab section 110 or 111, lecture section 100 is automatically selected.

Example 2

Component	Section	Class Type	Associated Class	1st Auto Enroll Section
LEC	100	Enroll	100 (itself)	110
LEC	200	Enroll	200 (itself)	210
LAB	110	Non-Enroll	100 (LEC 100)	n/a
LAB	210	Non-Enroll	200 (LEC 100)	n/a

In this example, if a student selects lecture section 100, then lab section 110 is automatically selected. If a student selects lecture section 200, then lab section 210 is automatically selected.

Schedule Auto Enroll Class

1. [Login to SIS](#) with your CWRU ID and associated passphrase. From the Staff Home page, select the **SOC WorkCenter** tile, and then choose **Maintain Schedule of Classes**.

Alternatively, use the menu and navigate to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

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

2. Look up **Academic Institution** and select CASE1.
3. Click Look up **Term** and select the appropriate term from the list.
4. Click **Search**. All courses owned by your department and scheduled during the chosen term appear in the search results.
5. Select the appropriate class. The **Basic Data** tab appears.
6. Locate the **Class Section** of the non-enrollment section that should be automatically selected. Note the section number.

Note: Classes using the auto-enroll feature must be set up the same way as other multiple component classes before activating the **Auto Enroll** fields. See [Schedule Class with Multiple Components](#) for instructions.

7. Go to the enrollment section associated with the non-enrollment section. Click the **Enrollment Control** tab.

Enter the appropriate section number, noted in step 6, into the **1st Auto Enroll Section** field. See the examples above.

8. Click the **Show next row** button to see the next section and enter the auto-enroll section number into the **Auto Enroll** field.

Repeat until all sections have been set up.

9. Click the **Save** button.

This completes the process of scheduling a class with auto-enroll functionality.

Refer to other guides to assist with additional edits to the schedule of classes.