

How To Do A Course Change Update

- Go to the **Course Module**
- Click on the **Course Section List** page
- You can do a search by putting in your starting and ending course number, department, period, track or term.
- Once your list is generated you can click on the **Course ID** number and make any changes for that course on that page
- You can also click on the **Section Group Update** page which will allow you to change multiple courses at once
- You can change the section, teacher, opt, max, track or room, term, but do not change credit type
- You can also add more sections by clicking **ADD** rows and filling in the fields
- You will **NOT** be able to delete a section/title if you have students attached to that section or class