

TA Processing Section Changes using the Class Roster

The section change process is the responsibility of the TA.

Section changes should be submitted to Enrollment Services by the end of the fourth week of classes.

HONORS CHANGES in or out of Honors (section 301) must be made “officially” via swap by the student using their web enrollment -- These changes MUST NOT be made via the Class Roster. Otherwise the Honors credit will not transfer in or out of the student’s transcript. It will be necessary for the course instructor to request from the front desk person authorization for a student to add the Honors section 301. Authorization will also be needed from the instructor for those students to swap into another section if it is closed when they move out of section 301.

Do not ‘add’ or ‘delete’ students from the printed class roster. These types of changes must be done by the student via web enrollment by adding or dropping or swapping the section or by using the Course Change Request form.

Processing section changes in Lectures and/or Discussions for students **already enrolled for the course:**

Use the ‘Download’ feature on the class roster page (It looks like a spreadsheet). Please **do not sort** the spreadsheet after you’ve downloaded it. Add a column that reads ‘Change To’ at the end of the document. Locate the name of the student requesting the section change. Again, please include the section and the five digit class number of the new section the student wishes to move to. Save the document with these changes and attach to an e-mail to webenroll@em.wisc.edu. When saving this document please include the subject area, course number and term. If this is a modular course or when submitting section changes for summer terms, please incorporate the session code into the document title as well. Registrar’s Office will process the section changes indicated and these will show up on the official e-class lists and e-grade lists.

WHY CHANGE YOUR ROSTER “OFFICIALLY”:

- Your roster will have all your students’ email addresses in the correct section so that nobody is missed when you need to notify your section of some news.
- You will have your complete section ready for grading purposes.

REMINDERS

- You may switch students from one Ta’s roster to another TA’s roster within the same course – but you must coordinate ID’s and the 5 digit class number from the section from which the student is switching out of and the class number of the section where the student is switching into. This process must be done “officially.” (Export feature of class roster).
- When submitting section changes for **combined section** rosters, please indicate the five digit class number of the correct department section change (the **department student is enrolled under**).
- Class capacity, requisites and consent of instructor will be overridden when processing section changes via rosters. **Please make sure the student is eligible for the section before making section changes.**
- **Caution: When a section change also involves a Credit change or Honors credit, - - - a Course Change Request form must be submitted by the Student -- not the TA.**
- **Be sure to try to keep your section enrollment numbers close to 18.** It is unfair to the students in a section that has 25 enrolled! Room assignments for sections are requested based on a limit of 18 students. Check your room size and do not over enroll the room capacity.
- Only instructors can give consent for a student to enroll in their course; i.e. if he/she does not meet the requirements, grade level, or due to full enrollment.