# Managing Student Schedules

*Adding · Transferring · Dropping · Counselor Reference Guide*

**SIS → People → Student Profile → Schedule Tab → Edit Schedule**

## ✕ Drop a Student from a Class

*Only when a student was never truly enrolled — no grades or attendance should exist*

### When to Drop:

Use a drop only when a student was never truly enrolled and should have no record of grades, attendance, or participation in any reports or calculations. If the student attended the class and has grades, use a Transfer instead.

**1** **Click the course name** in the student's schedule to open it.

**2** **Click the red circle** (drop icon) next to the student's name.

**3** **Enter the drop date** — the date the student should be removed from the course.
The student's record for this class will be cleared from reports and calculations.

## ⇄ Transfer a Student to Another Section

*Same course, different sections. Grades and attendance are preserved when a student transfers after the marking period has ended.*

### When to Transfer (not Drop):

When a student moves between sections of the same course (e.g., Algebra I Sec 2 → Algebra I Sec 5), always transfer — never drop. A drop removes all grades and attendance. A transfer keeps everything intact.

**1** **Click the course name** in the student's schedule.

**2** **In the Class Finder window**, click the person icon to initiate a transfer to another section.

**3** **Enter the effective transfer date** — the date the student moved to the new section.
Effective date after a marking period end date?
✓ The marking period grade will transfer to the new section.
✓ Individual assignment grades will not transfer but remain visible on the progress report for reference.

## + Add a Student to a Class

*Student is not currently enrolled — choose the method that works for you*

### Method A — Find a Section Directly in the Class Finder

1. **In the Class Finder window**, use the filters to search for the course and section. Or click a period in the matrix view to filter to classes meeting during that period.
2. **Click the + button** next to the section to enroll the student.
3. **Choose the effective entry date** — the date the student should begin in the class.

### Method B — Add a Course Request First, Then Schedule

1. **Go to Actions → Add Course Request**, then search for and select the course to add it as a request.
2. **Option 1 — Auto-Schedule:** Go to Actions → Auto-Schedule to let OnCourse find an available section.
   **Option 2 — Manual:** Click the course request name. The Class Finder will show all available sections of that course. Click + and choose an effective entry date.