

## **WeBSIS GUIDANCE HELP**

### **Schedule Changes (Critical Issue)**

TO make schedule changes you need to be in course enrollment. **DO NOT DELETE THE CLASS FOR A SCHEDULE CHANGE.** The proper procedure is as follows:

1. Go to School Course Management – School Course Enrollment
2. Select the student whose schedule is to be changed. (This will open th student's schedule)
3. Click on the box on the right hand side of the class you want to remove.
4. Click **Drop Course**.
5. A Drop Course pop-up box will appear asking for a withdrawal date. This is important because attendance is tied to this student and this needs to stay with them.
6. Click **Drop Course**.
7. Click **Enroll Course**.
8. Find and select the course in which you wanti to place the student.
9. Click the box to the right of the course and select **Enroll**.

### **Adding Additional Course Withdrawal Codes (not codes for dropping a student)**

To add additional withdrawal codes other than the system generated codes, go to District Course Management – Withdrawal Reason. Click **Add New** – Fill in the appropriate fields – **Save & Finish** or **Save and Add** as appropriate.