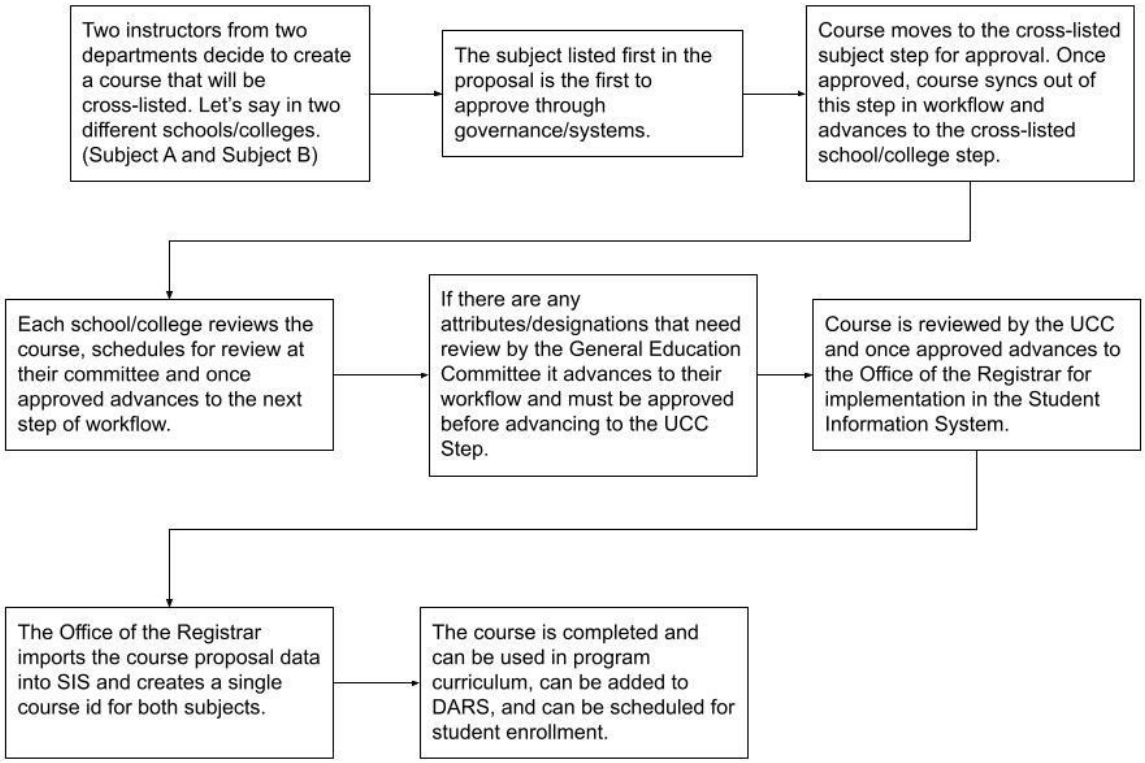
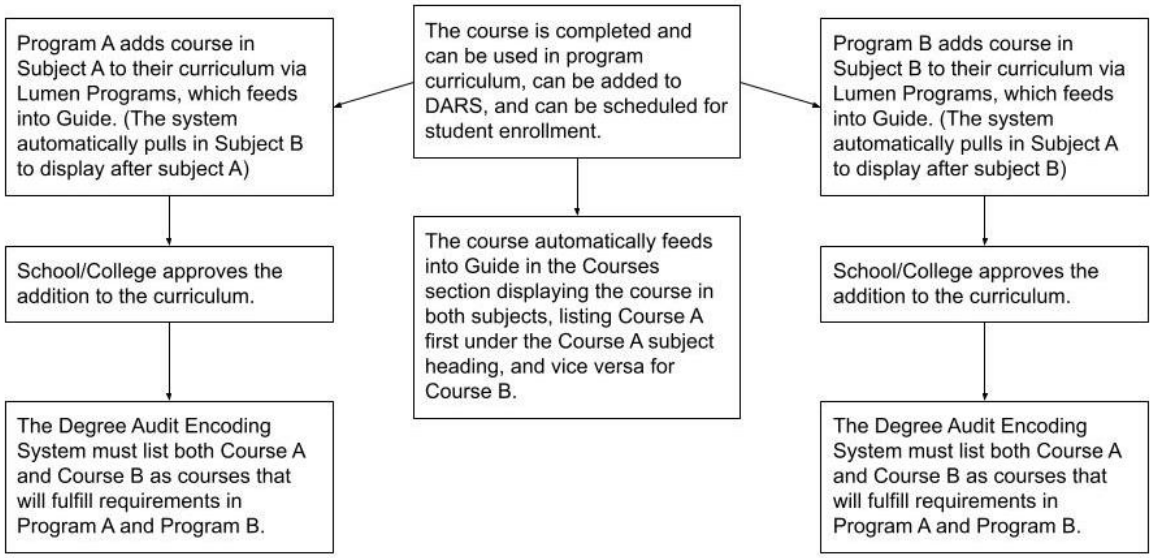
Addendum #2

Life Cycle of a Course

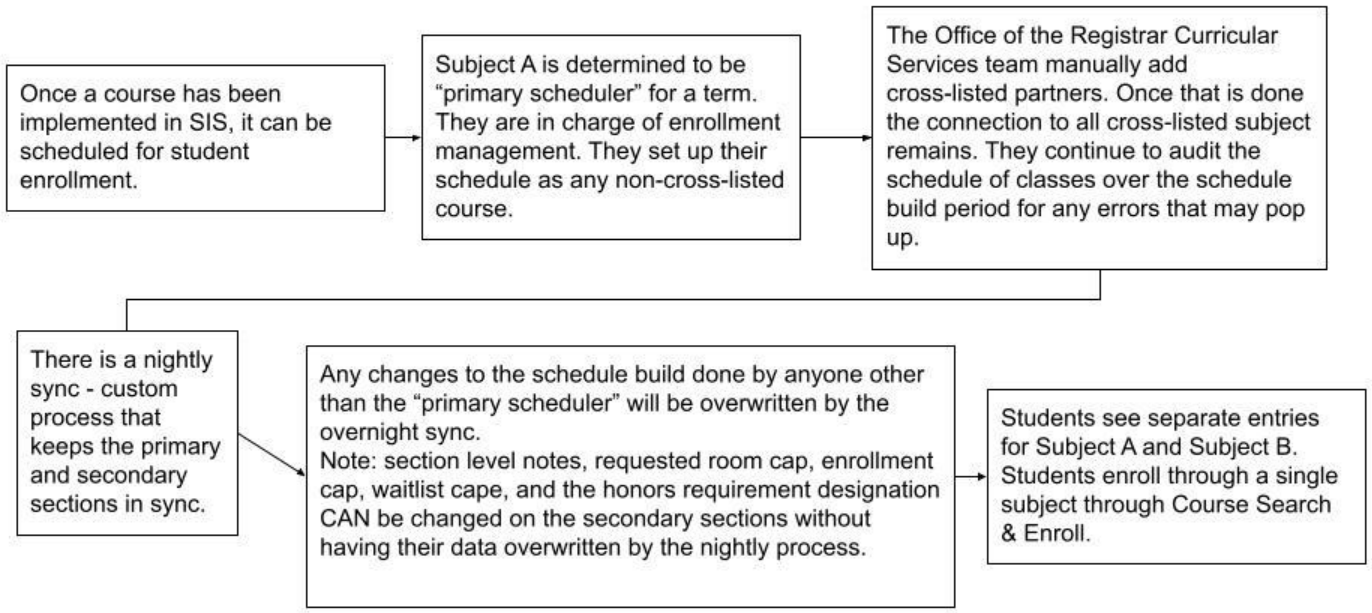
Governance



Lumen Programs, Guide and DARS encoding



Scheduling



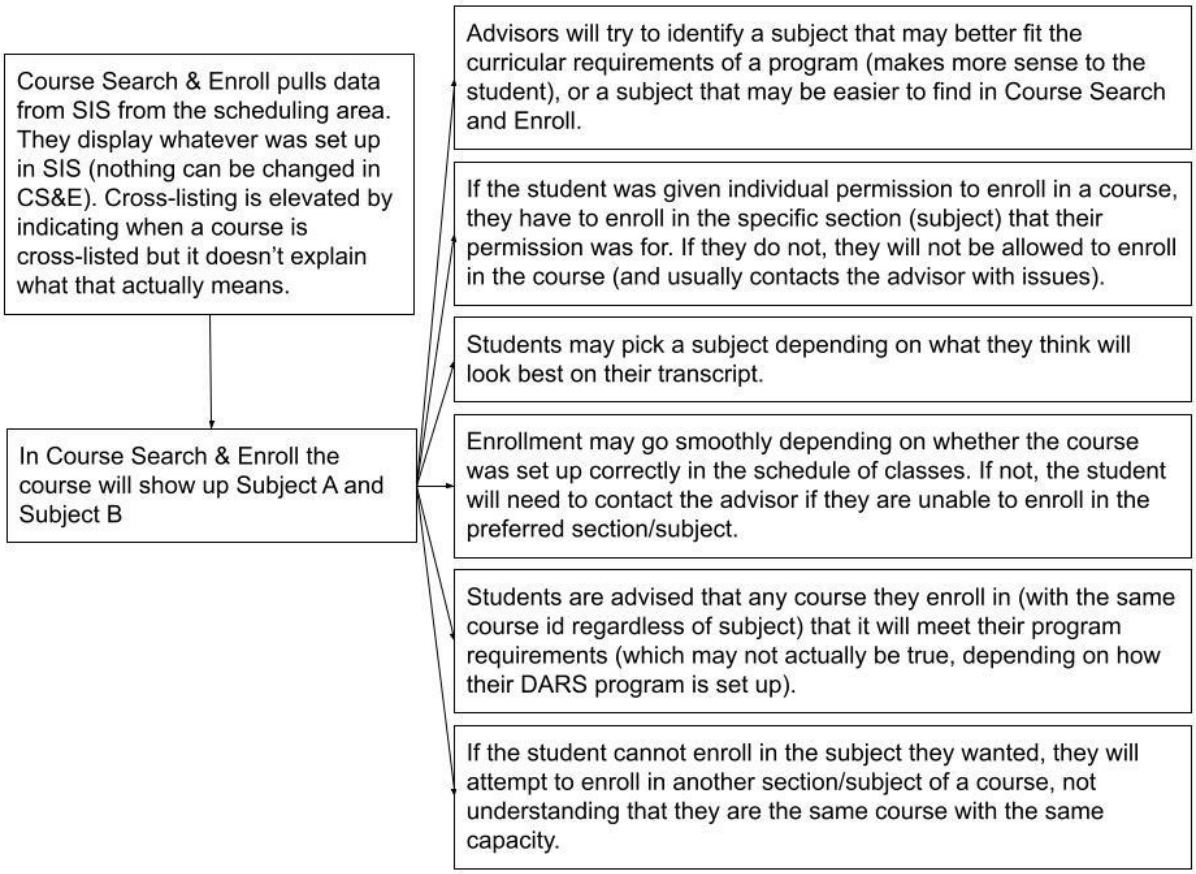
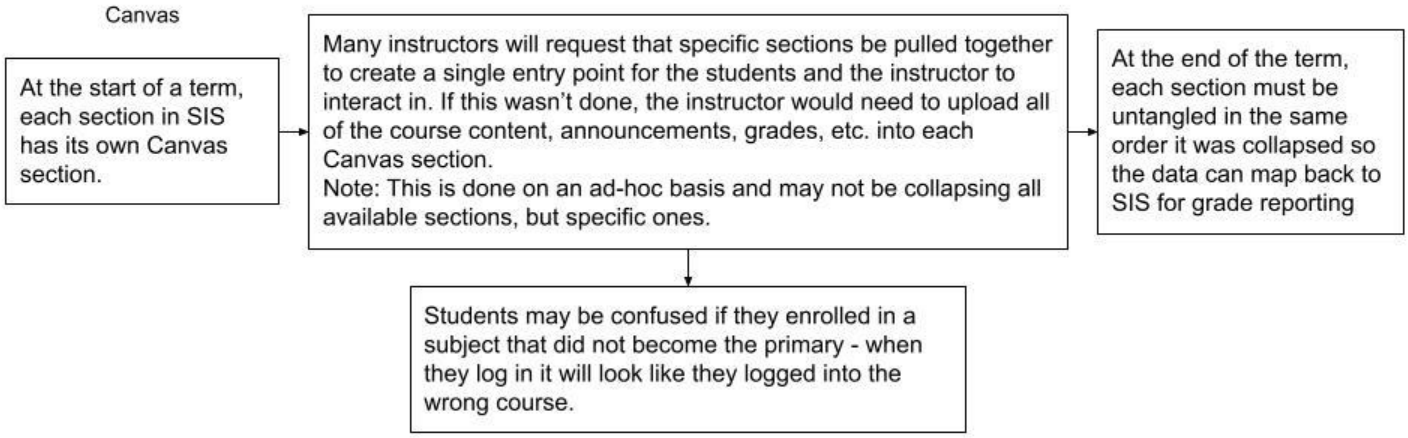
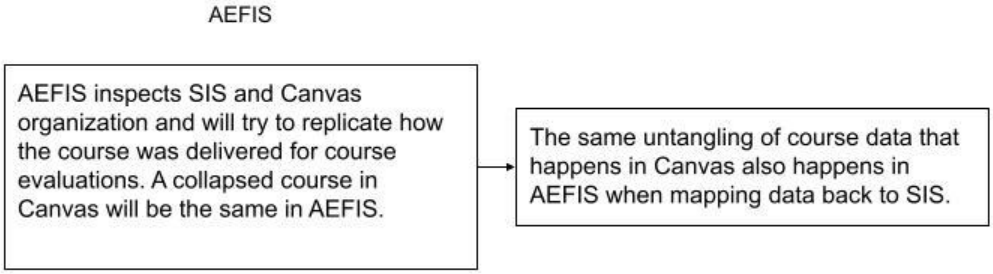
Other Scheduling notes to keep in mind:

Waitlist management:

- For cross-listed classes that want to use waitlist, because the students are on waitlists for specific sections (subjects) it requires coordination among the curricular reps to manage the wait lists (both primary and secondaries).
- Permissions could be assigned multiple times for the same course, under different subjects, based on available seating (looking at all subjects). Unless the primary and secondary schedulers stay coordinated there can be problems. For example, two students could be given a permission via different subjects, but there is only one actual seat.

If enrollment caps are changed at the primary section, they also need to be changed on the secondary, and at the combined section level. This is an update in three separate places to raise the enrollment cap.

Course Selection & Enrollment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