After students have enrolled in a section of a secondary component through SCORE, you can move them into different sections using the Sectioning Tool in PeopleSoft. For example, if the students enroll in a TBA section, you can create the new sections and then move the students into them.

Instructors can access the Sectioning Tool from their Teaching and Advising page. Administrators can access the Sectioning Tool from the Records and Enrollment menu by selecting Sectioning > Sectioning Tool.

**To move students to another section:**
1. Open the course in the Sectioning Tool.
2. Select the students you want to move.
   **Important!** You can move students from different sections, but you must move all selected students to the same section.
3. Select the section to which you want to move the students.
4. Click the Process Changes button to review the pending changes.
5. Click Confirm Allowable Changes to complete the transaction, or click the Cancel & Return to Roster button to return to the roster without making changes.
   **Note:** Changes marked with the green checkmark will be made, but changes marked with the red X will not. The confirmation page will show you which changes have and have not been made.
6. When you have confirmed your changes, click the Return to Roster button to return to the roster, where you can move additional students, as needed.
7. When you have finished making changes, scroll down and click the Notify Students of Changes button. An e-mail notification will be sent to only those students with section changes.

**What’s on the Sectioning Tool page?**

You can verify the term, the course, and the overall enrollment on the header.

- To see statistics on course and section enrollment, click the Course and Section Data link.
- To lock sections, so that students cannot switch them in SCORE, click the Manage Student Access in SCORE link.
- To sign in to Blackboard, click the Blackboard link.
- To see the class roster for a section, click the class roster icon.
- Section info includes time, instructor, enrollment, available space, and classroom info (or TBA)
- Tabs are displayed for each component type in the course.
- Padlock icon indicates sections that have been locked to enrollment via SCORE.

**Select the students to move by clicking the checkboxes. You can move students from multiple sections at once.**

**Select the section to move them to by clicking the checkbox here. You must move all selected students to the same section.**

**To see the class roster for a section, click the class roster icon.**
Finding Enrollment Statistics

On the Sectioning Tool roster page, click the Course and Section Data link to find enrollment statistics for the current term and the previous three terms. The first table shows the overall course enrollment history, including real-time numbers for the current term. The table includes the following statistics:

- Enrollment on the first day of class
- Enrollment on the 14th day of the term
- The percent of change between the first and 14th day
- The final enrollment
- The percent change over the entire term
- The number of auditors

To find the enrollment statistics for all the individual sections, click the Enrollment History by Section link in the last column.

The next table shows the percentages of students who are enrolled in this course and are also enrolled in other courses. Each “shared” course is listed, with the number of students taking both courses, and the percentage of the total enrollment who are taking both courses.

Checking Student Availability

If you need to create a new section, you can check the number of students who would be available for specific meeting patterns.

1. From the Sectioning Tool roster page, click the Course and Section Data link.
2. Scroll down to the Select a meeting pattern field.
3. Select the meeting pattern you are considering for the new section.
4. When the time frames for the selected meeting pattern are displayed, click the radio button for the time you are considering.
5. Click Check Student Availability.
6. A new column is displayed, with a link showing the total number of enrolled students who are available for that meeting pattern.

First, select the meeting pattern

When the grid appears, select the meeting time

Click Check Student Availability

When the link appears, you can check the availability of specific students

7. To find the specific students who are available, click on Students Available link. A new page opens, listing the available students.
8. Click the Return button to return to the Course and Section Data page.

Managing Student Access in SCORE

You can prevent students from changing sections in SCORE by locking sections on the Manage Student Access in SCORE page. Students will not be able to change into a locked section in SCORE. However, students will always be able to change out of a locked section into a section that has not been locked.

To manage access in SCORE:

1. On the Sectioning Tool roster page, click the Manage Student Access in SCORE link.
2. Select the sections you want to lock or open:
   - To lock all sections, click the Lock All Sections radio button.
   - To allow students to enroll in any section, or change into any section in SCORE, click the Unlock All Sections radio button.
   - To block students from enrolling in, or changing into, specific sections using SCORE, click on the checkbox to the left of the section(s) you want to close to SCORE enrollment.

To open or close all sections, click the appropriate radio button

3. You may enter a note to students, which will appear in SCORE, with instructions on how to proceed if they need to change sections.

   **Note:** The note to students can be up to 150 characters long.

4. Click the Save button to save your changes. The locking, or unlocking of sections will take effect immediately.

5. To return to the Sectioning Tool where you can move students into any section, including locked sections, click the Return to Sectioning Tool link.

**Note:** Locking a section has no effect on the Enrollment Capacity for that section, and will not change the Class Status or Enrollment Status of a section.