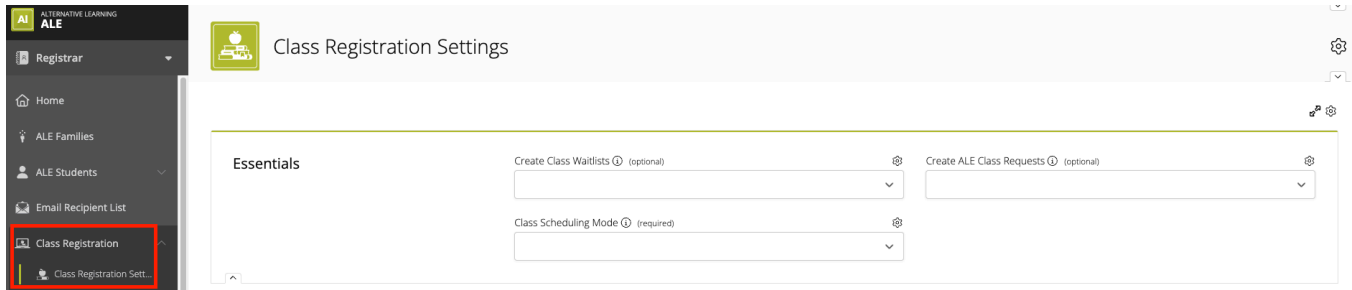


## ALE Registrar: Manage Class Registration Settings (Connect)

Here, you will learn to modify class registration settings.

1. Start under **Class Registration** in the left navigation menu and choose **Class Registration Settings**.

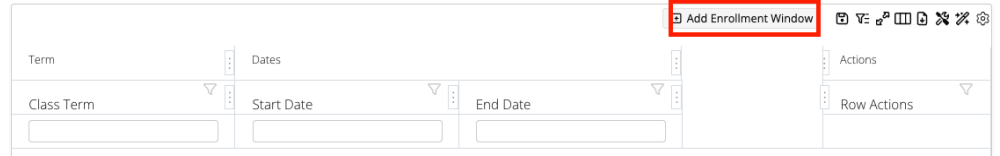


2. In the **Essential** section:
  - a. Select **Yes** or **No** from the **Create Class Waitlists** dropdown menu. Yes, allows parents to add their student to a class waitlist once a class is full.
  - b. Select **Yes** or **No** from the **Create ALE Class Requests** dropdown menu. Yes, allows parents to request classes but not enroll students.
  - c. Set the **Class Scheduling Mode** dropdown menu to **Planner** if you schedule classes with start/end times, or set it to **Period** if you schedule classes by periods.
3. In the **Parent Enrollment Windows** section, set limits for when parents can enroll their students in classes for each class term. These dates will supersede enrollment settings by group. You can use student or parent/guardian enrollment dates together with enrollment windows, or use just one of these options. Neither of these settings prevents students from being withdrawn from classes.

### Parent Enrollment Windows

These settings limit when parents can enroll their students in classes for each class term. These dates will supersede enrollment settings by groups.

### Enrollment Windows (optional)



- a. Click the **Add Enrollment Window** button in the top right.
  - i. Click the **magnifying glass** in the **Class Term** field, and click a checkbox to the left.
  - ii. Fill in the **Enrollment Window Start and End Date**.
  - iii. Click **Save**.

### Essentials

### Class Term (required)

### Enrollment Window Start Date (required)

### Enrollment Window End Date (required)

4. In the **Lock Dates** section, enter the **Start and End Dates** to prevent parents from changing their students' class enrollments. These settings will supersede settings made via Enrollment Windows or Set Enrollment Dates.

### Locked Dates

Use these settings to prevent parents from

### Start Date (optional)

### End Date (optional)

5. In the **Mass Apply Learning Credit Limit section**, set or update the **Learning Credit Limits** for all SLPs. This is used when programs want to weight classes that students can be enrolled in. This will update the **Learning Credit Limit** field on the **Details tab** of every Student Learning Plan for the selected school year.
  - a. Fill in the **Max Learning Credit Limit** field numerically.
  - b. Click the **magnifying glass** in the **wSLP School Year** field and click the checkbox to the left.

<b>Mass Apply Learning Credit Limit</b> You can set or update the Learning Credit limits	<b>Max Learning Credit Limit (optional)</b> <input type="text"/> #	<b>wSLP School Year (optional)</b> <input type="text"/>
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6. Click **Save**.