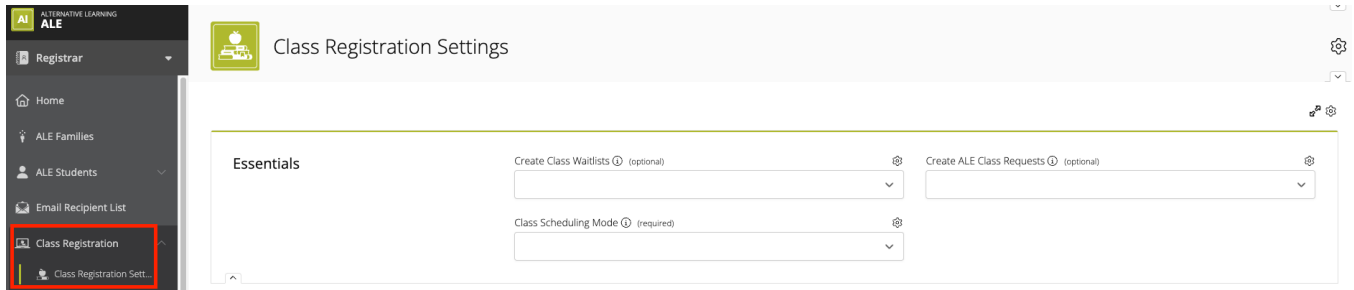


ALE Registrar: Manage Class Registration Settings (Connect)

Here, you will learn to modify class registration settings.

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

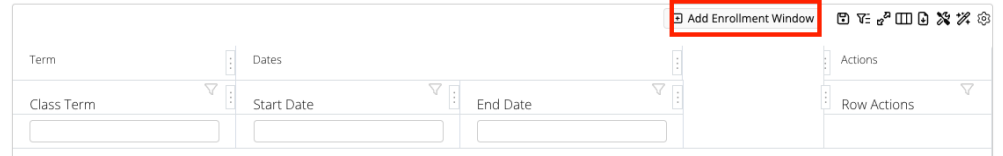


2. In the **Essential** section:
 - a. Select **Yes** or **No** from the **Create Class Waitlists** dropdown menu. Yes, allows parents to add their student to a class waitlist once a class is full.
 - b. Select **Yes** or **No** from the **Create ALE Class Requests** dropdown menu. Yes, allows parents 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 Neither of these settings prevents students from being withdrawn from classes.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 wSLPs. This is used when programs want to weigh the classes students can enroll 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.

Mass Apply Learning Credit Limit	Max Learning Credit Limit (optional)	wSLP School Year (optional)
You can set or update the Learning Credit limits	#	

6. Click **Save**.