

# Operations and Standards Committee Bulletin

January 31, 2017

## Purpose of Bulletin

The purpose of this bulletin is to update a previous bulletin regarding semester change processes to include information about scheduling into courses already in session. The process has been reviewed by the Operations and Standards Committee, and approved by the Service Management Council.

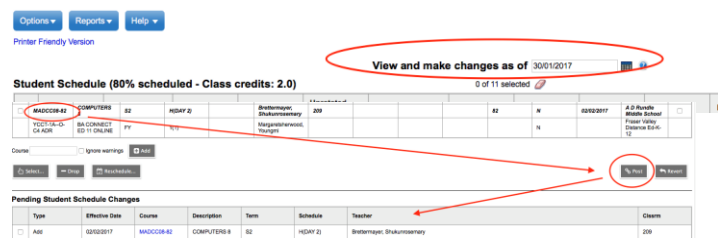
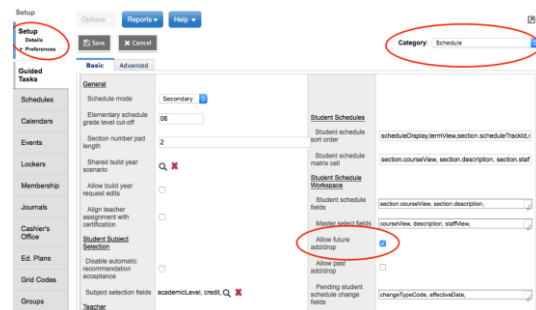
## School Change at a Future Date

**Audience:** Staff who create student schedules

In a previous bulletin, the use of NEXT SCHOOL for semester 2 changes was outlined. Sometimes a student will be moving to a school that has courses already in progress. If the student is scheduled in immediately, they appear on the class list and in enrollment counts.

## Use Future Drop/Add

1. Set up school preferences to allow future add/drop.
2. In the workspace, set the date for the addition to happen.
3. Post your pending changes.



## About the Operation and Standards Committee

The Operations and Standards Committee (OSC) is a standing advisory committee of the Service Management Council. OSC provides recommendations to the SMC Executive Committee and advice to the MyEducation BC Team regarding the standardization of business practices, common operational procedures, schedules, security and privacy procedures, software configuration, and coding within MyEducation BC.

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