

Managing Roster Requests

You can view and manage roster and section access change requests submitted by your school's teachers in CIITS. However, because CIITS receives roster information from Infinite Campus, changes cannot be made directly in CIITS. Actual roster changes must be made in Infinite Campus and will be reflected in CIITS after the next data update cycle.

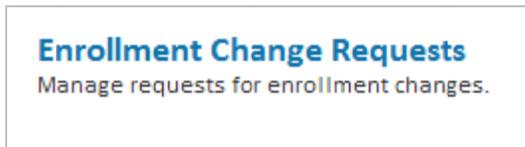
View Enrollment Change Requests

Students may need to be added, dropped or moved to another section. When teachers verify their rosters, they can submit requests for these enrollment changes. Find the list of roster change requests submitted in CIITS.

1. Click **User Management** above the navigation bar to the right.



2. On the User Management page, click **Enrollment Change Requests**.



3. On the Enrollment Change Requests page, view the list of requests on the Drop/Add tab.

Action	Date of Add/Drop	Student	Currently In	Should be In	Requested by	Request Date	Reason	Done?
Drop		Castorena, ERICA ID: 713050	ISOL MS BEG (1661) - Romero 07: Hrd 07 07_2011_1661_e058439_046)		Romero, KARIZMA	10/9/2011	Student has withdrawn from school.	Done

4. For each drop/add student request, make the necessary updates in Infinite Campus (roster changes cannot be made directly in CIITS).
5. Then click **Done** after you've handled that request.
6. Next, click the Change Section/Course data tab to view section change requests.
7. For each of these requests, make the necessary changes in Infinite Campus, then click **Done**.