**This document shows you how to change a course term on a course section after students have already been assigned.**

**Step 1:** Go to [Home](https://daslplay.laca.org/Default.aspx)  » [SIS](https://daslplay.laca.org/SIS/Default.aspx)  » [Scheduling](https://daslplay.laca.org/SIS/Scheduling/Default.aspx)  » [Bulk Course Section Management](https://daslplay.laca.org/SIS/Scheduling/BulkCourseSectionTransfer.aspx). Enter the course and section number that you need to remove the students from, then press View button.



**Step 2**: This should pull up a list of students in that class, click Next.

**Step 3**: You will want to click Next on the Chose Action page.



**Step 4**: The Summary page will show you all of the students and at the bottom of your list; you will want to click Submit. This will take the students out of the section.



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*You may want to take note of this list if you want to add these students back to the section after the term is changed.*

**Step 5:** Once the students are removed from the section, you will be able to change the Course Term on the first tab of the course section.



**Step 6:** You will also want to check the Meeting Times Tab as this will wipe out when you change the Course Term.



**Step 7:** Now, you can add the students back to the section if you are wanting too.