**Offerings Planner – Stand alone Section**

This is how to add a Stand-alone section in MAUI. A Stand-alone section is not associated with another section, such as a lab or discussion. However, it can be related to a screening or additional time.

1) After searching for a course (see [Course Offerings – Searching for a course](#)), click **New: Click here to add a new section.**
   - Click **view** to edit existing sections.

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<table>
<thead>
<tr>
<th>Section Number</th>
<th>Registration Status</th>
<th>Planner Status</th>
<th>Time/Location</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Open</td>
<td>Planning</td>
<td>7:30A - 8:20A MTWTh</td>
<td>4</td>
</tr>
<tr>
<td>0002</td>
<td>Open</td>
<td>Planning</td>
<td>7:30A - 8:20A MTWTh</td>
<td>4</td>
</tr>
<tr>
<td>0003</td>
<td>Open</td>
<td>Planning</td>
<td>7:30A - 8:20A TWFTh</td>
<td>4</td>
</tr>
<tr>
<td>0007</td>
<td>Open</td>
<td>Planning</td>
<td>8:30A - 9:20A TWFTh</td>
<td>4</td>
</tr>
<tr>
<td>0008</td>
<td>Open</td>
<td>Planning</td>
<td>7:30A - 9:20A TTh</td>
<td>4</td>
</tr>
<tr>
<td>0009</td>
<td>Open</td>
<td>Planning</td>
<td>7:30A - 9:20A TTh</td>
<td>4</td>
</tr>
<tr>
<td>0010</td>
<td>Open</td>
<td>Planning</td>
<td>8:30A - 9:20A MTWF</td>
<td>4</td>
</tr>
<tr>
<td>0011</td>
<td>Open</td>
<td>Planning</td>
<td>8:30A - 9:20A MTWTh</td>
<td>4</td>
</tr>
<tr>
<td>0012</td>
<td>Open</td>
<td>Planning</td>
<td>8:30A - 9:20A MTWTh</td>
<td>4</td>
</tr>
</tbody>
</table>
2) Complete the necessary fields on the **Create Section** page. All fields that have a red asterisk (*) are mandatory.

**Basic Information**

A. **Effective Session** – will default to session selected on previous page.

B. **Section Type** – will default to **Stand-alone** section type.

C. **Off-cycle Section** – select either **Yes** or **No**.
   - If **Yes**, enter the **Override Start Date** and the **Override End Date**, either manually or by utilizing the calendar pop-up.

D. **Section Number** – enter three digits, then tab, and a zero (0) will automatically be inserted before the three digits.

E. **Management Type** – select from drop down list. Click (?) for definitions.

F. **Registration Status** – select appropriate registration status.

G. **Section subtitle** – enter section subtitle, if applicable.

H. **Restriction** – select section restriction, if applicable.

I. **Optimum Enrollment** – enter number or check the **Unlimited** box.
You will receive the following pop up window.

**Time and Location**
*(if the Time/Day is Arranged box is checked, fields A-D will not be visible)*

**A. Start Time** – enter start time, then select **AM** or **PM** from drop down list.

**B. End Time** – enter end time, then select **AM** or **PM** from drop down list.

**C. Recurrence Pattern** – select the appropriate recurrence pattern.

**D. Recurrence Dates** – if off-cycle was selected, the dates entered in the **Override Start Date** and **Override End Date** fields (from previous screen) will appear here. All other courses will default to the official start/end dates of the session.
Offerings Planner – Stand alone Section (cont.)

Time and Location (cont.)

E. Location – select Yes, No or Location is Arranged.
   a) If Yes, you will receive the following message.

   ![Location Field](Image)

   b) If No, the Is Off-site option will appear. Select either Yes or No.
      i. If Yes, enter the Building Name, Street Address, City, State and Country.
         ➢ If offered via WWW, enter World Wide Web in City field only.

   ![Location Field](Image)

   ii. If No, select the Building and Room from drop down list.

   ![Location Field](Image)
Time and Location (cont.)

F. **Sort Order** – (don’t need to change default).

G. Verify the information entered is correct, click **Save**.
**Offerings Planner – Stand alone Section (cont.)**

**Hours**

A. **Credit Hours Section** – Select *Yes* or *No*.
   - If *Yes*, select appropriate **Credit Hours** from drop down, click **Add**.

B. **Didactic Hours** – if applicable, enter the appropriate number of hours.

C. **Clinical Hours** – if applicable, enter the appropriate number of hours.

D. **Instructions Hours** – if applicable, enter the appropriate number of hours.

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**Additional Information**

A. **Delivery Modes** – *Face to face* is the default; if this is not the correct mode, click **remove**.
   - Select the appropriate **Delivery Mode(s)** from the drop down list, click **Add**.

B. **Delivery Tools** – if applicable, select the appropriate **Delivery Tool(s)** from the drop down list, click **Add**.
   - Once you have complete the page, click **Save**.

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*Note: Fields marked with (*) are required.*
You will receive the following confirmation message.
A. Select **view** to go to the **Edit Section Information** screen.

### Offerings Planner > Sections

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session</th>
<th>Title</th>
<th>Section Number</th>
<th>Registration Status</th>
<th>Planner Status</th>
<th>Time / Location</th>
<th>Cur</th>
<th>Opt</th>
<th>Class Opt</th>
<th>Section Type</th>
<th>Instructor</th>
<th>Book Indicated</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT:2100 (06A:001)</td>
<td>Fall 2013</td>
<td>Introduction to Financial Accounting</td>
<td>0001</td>
<td>Open</td>
<td>Planning</td>
<td>8:30A - 9:20A MWF</td>
<td>0</td>
<td>32</td>
<td>32</td>
<td>stnd</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT:2100 (06A:001)</td>
<td>Fall 2013</td>
<td>Introduction to Financial Accounting</td>
<td>0002</td>
<td>Open</td>
<td>Planning</td>
<td>2:30P - 3:20P MWF</td>
<td>0</td>
<td>32</td>
<td>32</td>
<td>stnd</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT:2100 (06A:001)</td>
<td>Fall 2013</td>
<td>Introduction to Financial Accounting</td>
<td>0003</td>
<td>Open</td>
<td>Planning</td>
<td>11:30A - 12:20P MWF</td>
<td>0</td>
<td>32</td>
<td>32</td>
<td>stnd</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT:2100 (06A:001)</td>
<td>Fall 2013</td>
<td>Introduction to Financial Accounting</td>
<td>0004</td>
<td>Open</td>
<td>Planning</td>
<td>1:30P - 2:20P MWF</td>
<td>0</td>
<td>32</td>
<td>32</td>
<td>stnd</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT:2100 (06A:001)</td>
<td>Fall 2013</td>
<td>Introduction to Financial Accounting</td>
<td>0005</td>
<td>Open</td>
<td>Planning</td>
<td>2:30P - 3:20P MWF</td>
<td>0</td>
<td>32</td>
<td>32</td>
<td>stnd</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT:2100 (06A:001)</td>
<td>Fall 2013</td>
<td>Introduction to Financial Accounting</td>
<td>0006</td>
<td>Open</td>
<td>Planning</td>
<td>1:30P - 2:20P MWF</td>
<td>0</td>
<td>32</td>
<td>32</td>
<td>stnd</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT:2100 (06A:001)</td>
<td>Fall 2013</td>
<td>Introduction to Financial Accounting</td>
<td>0SCA</td>
<td>Open</td>
<td>Planning</td>
<td>6:30P - 9:00P MWF</td>
<td>0</td>
<td>32</td>
<td>32</td>
<td>stnd</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT:2100 (06A:001)</td>
<td>Fall 2013</td>
<td>Introduction to Financial Accounting</td>
<td>0SCB</td>
<td>Open</td>
<td>Planning</td>
<td>6:30P - 9:00P T</td>
<td>0</td>
<td>32</td>
<td>32</td>
<td>stnd</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Select view to go to the Edit Section Information screen. From the Summary screen, you will update the following fields:

a) Building Preferences  
b) Media Preferences  
c) Room Preferences  
d) Textbooks  
e) Course and/or Section descriptions

When all updates are complete, click Submit to Workflow button.