Basic Information

This page contains information related to the Basic Information panel in MAUI.

Basic Information Panel Info

On the Basic Information panel the Section Number and Section Type are display only but the following fields can be edited.

- Registration Status
- Section Subtitle
- Management Type
- Waitlist Plan
- Didactic Hours
- Clinical Hours
- Instructional Hours

How to: Edit Basic Information

Click for printable version.
Offerings Planner – Basic Information

This is how to edit Basic Information from the Summary screen in MAUI.

1) After searching for a course (see Course Offerings – Searching for a course), click view link for the desired section.

2) This link goes to the Summary screen for the selected section. Select Basic Information from the drop down list, OR click either the Section Subtitle, Registration Status, or Management Type.
3) Update the necessary field(s).
4) Click Save.

You will receive the following message.

The Course Section has been updated and saved to the database.

When you return to the **Summary** screen, the added information will display.