Adding a Lecture and Discussion Section with Preferred Relationship

**Preferred Relationship** - the student selects both the desired lecture and discussion section. The credit hours may be posted to either the lecture or discussion section.

**To create the Lecture section(s)**

After searching for a course (See **Searching for a Course - Planner**), click **New: Click here to add a new section**.

**Offerings Planner > Sections**

<table>
<thead>
<tr>
<th>General Chemistry I</th>
<th>CHEM:1070 (004:007)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session: Fall 2014</td>
<td>Return to Course List</td>
</tr>
</tbody>
</table>

Viewing: Default

New: Click here to add a new section

Complete the necessary fields on the **Create Section** page.

**Offerings Planner > Create Section**

<table>
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<th>General Chemistry I</th>
<th>CHEM:1070 (004:007)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return to Section List</td>
<td></td>
</tr>
</tbody>
</table>

**Basic Information**

- **Effective Session:**
  - Will default to session selected on previous page.

- **Section Type:**
  - Will default to Stand-alone section type. Select Lecture from drop down list.

- **Off-cycle Section:**
  - Select either Yes or No.

  - **Fall 2014**
  - **Lecture**

- **If Yes oval is selected, the Override Start Date and Override End Date fields will display.**

  - **Override Start Date:** 08/30/2014
  - **Override End Date:** 12/20/2014

  - **Display Yes sample screen shot**

  Enter the appropriate Override dates either manually or by utilizing the calendar pop-up option.
*Section Number:
Enter three digits, then tab, and a zero (0) will automatically be inserted before the three digits.

*Management Type:
Should be Academic Unit Course for preferred relationship lecture.

*Registration Status:
Select appropriate registration status.

Section Subtitle:
Enter section subtitle, if applicable.

*Restriction:
Select section restriction, if applicable.

*Optimum Enrollment:
Enter number or check the Unlimited box.

Academic Unit Course

Open

Time & Location

*Time & Location:
Click Add a time &
location link.

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
</table>

Add a time & location

**Hours**

- *Credit Hour Section:*
  - Select Yes.
  - If the Credit Hours should be on the discussion section, you will be able to move the hours when it is added.

- *Credit Hours:*
  - Select appropriate credit hours from drop down list, click Add.

- Didactic Hours:
  - If applicable, enter the appropriate number of hours.

- Clinical Hours:
  - If applicable, enter the appropriate number of hours.

- Instructional Hours:
  - If applicable, enter the appropriate number of hours.

[ ] Yes [ ] No

**Credit Hours**


3

3 ▼ Add

See Credit Hour Terminology for more information.

**Additional Information**

- *Delivery Modes:*
  - Will default to Face to face; if not the correct mode, click remove.
  - Select the appropriate Delivery Mode(s) from drop down list, click Add.
Delivery Tools:
If applicable, select the appropriate Delivery Tool(s) from drop down list, click Add.

Save:
Once you have completed the page, click Save.

Delivery Mode
Face to face

Delivery Tool

Save
Cancel

You will received the following confirmation screen.

Offerings Planner > Sections

General Chemistry I
CHEM:1070 (004:007)

The Course Section has been saved to the database.

New: Click here to add a new section

Edit enrollment counts | Edit Registration Status

View
Section Number | Registration Status | Planner Status | Time/Location | Cur | Opt | ISIS Out | Section Type | Instructor | Book Indicated | Credit Hours
---|---|---|---|---|---|---|---|---|---|---
000A | Open | Planning | 1:30P - 2:20P MWF | 0 | 275 | 0 | Lec |
000B | Open | Planning | 2:30P - 3:20P MWF | 0 | 225 | 0 | Lec |

Click view to go to the Edit Section Information Summary panel. On this panel, you will update the following fields:

- Building Preferences - see Building Preference for more information
- Media Preferences - see Media Preference for more information
- Room Preferences - see Room Preference for more information
- Textbooks - see Assign Textbooks for more information
- Course and/or Section descriptions

If more than one lecture is to be offered, repeat the above instructions to create the necessary lecture sections.
To create the Discussion section(s)

From the Sections page, click New: Click here to add a new section.

Complete the necessary fields on the Create Section page.

Basic Information

*Effective Session:
Will default to session selected on previous page.

*Section Type:
Will default to Stand-alone section type. Select Discussion from drop down list.

*Off-cycle Section:
Select either Yes or No.

*If Yes oval is selected, the Override Start Date and Override End Date fields will display.

Display Yes sample screen shot
Enter the appropriate Override dates either manually or by utilizing the calendar pop-up option.

*Section Number:
Enter three digits, then tab, and a zero (0) will automatically be inserted before the three digits.
*Management Type:
Select from drop down list. Click for definitions.

*Registration Status:
Select appropriate registration status.

Section Subtitle:
Enter section subtitle, if applicable.

Restriction:
Select section restriction, if applicable.

*Optimum Enrollment:
Enter number or check the Unlimited box.

Academic Unit Course

Open

Time & Location

*Time & Location:
Click Add a time & location link.

Add a time & location
**Hours**

- **Credit Hour Section:**
  - Select Yes or No.

- **Credit Hours:**
  - If Yes, select the appropriate credit hours from the drop down list and click Add.

- **Didactic Hours:**
  - If applicable, enter the appropriate number of hours.

- **Clinical Hours:**
  - If applicable, enter the appropriate number of hours.

- **Instructional Hours:**
  - If applicable, enter the appropriate number of hours.

Selecting Yes will remove the credit hours from the Lecture sections when you click Save at the bottom of the page.
Related Sections

*Related Sections:
Select appropriate lecture from drop down list. Check Relate to all sections box, if applicable. Select Mandatory from the drop down list. Click Add.

<table>
<thead>
<tr>
<th>Related Section</th>
<th>Related Type</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM:1070:000A - Lecture</td>
<td>Preferred</td>
<td>remove</td>
</tr>
</tbody>
</table>

**Additional Information**

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

*Delivery Tools:*
If applicable, select the appropriate Delivery Tool(s) from drop down list, click Add.

*Save:*
Once you have completed the page, click Save.

**Delivery Mode**

Face to face

**Delivery Tool**

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<th>Action</th>
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<tr>
<td>Add</td>
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<td>remove</td>
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<tbody>
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</table>
You will receive the following confirmation screen.

Offerings Planner > Sections

You will be redirected to the next screen.

Offerings Planner > Sections

General Chemistry I
CHEM:1070 (004:007)

Session: Fall 2014

You will be redirected to the next screen.

The Course Section has been saved to the database.

New: Click here to add a new section

Edit enrollment counts | Edit Registration Status

Check all | Uncheck all

Section Number | Registration Status | Planner Status | Time/Location | Cur | Opt | ISTS | UST | Section Type | Instructor | Book Indicated | Credit Hours

0001 | Open | Planning | 8:30A - 9:20A MWF | 0 | 28 | 28 | Disc | | |

You will be redirected to the next screen.

Click view to go to the Edit Section Information Summary panel. On this panel, you will update the following fields:

- Building Preferences - see Building Preference for more information
- Media Preferences - see Media Preference for more information
- Room Preferences - see Room Preference for more information
- Textbooks - see Assign Textbooks for more information
- Course and/or Section descriptions

If more than one discussion section is to be offered, repeat the above instructions to create the necessary discussion sections.

When all updates are complete, click Submit to Workflow.

Offerings Planner > Edit Section Information

General Chemistry I
CHEM:1070:0011 (004:007:0001)

Registration Status: Open
Section Type: Stand-alone

Submit to Workflow