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 the either the lecture or the 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](#).

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**Offerings Planner > Sections**

General Chemistry I  
CHEM:1070 (004:007)

*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.

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

**Registration Status:**
Select appropriate registration status.

**Subtitle:**
Enter section subtitle, if applicable.

**Restriction:**
Select section restriction, if applicable.

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

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

Time | Location
---|---

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>remove</td>
</tr>
<tr>
<td>3</td>
<td>Add</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

See Credit Hour Terminology for more information.

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.

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You will receive the following confirmation screen.

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**Offerings Planner > Sections**

The course section has been saved to the database.

New: Click here to add a new section

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 Textbooks & Resources prior to October 2017 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.

   Fall 2014

   Discussion

*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.

* Off-cycle Section:  Yes  No
* Override Start Date:  08/30/2014
* Override End Date:  12/20/2014

*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.

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 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.

Yes  No

Credit Hours

3

3  ▼  Add

*If Yes, you will receive the following error message when you Save.
Display Yes sample screen shot

The following Lecture sections are already marked to be the credit hour section: 000A, 000B
Do you still want Section 0001 to be the credit hour section? Yes  No.
(This will remove the credit hours from the Lecture sections)

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>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM:1070:000A - Lecture</td>
<td>Preferred</td>
</tr>
</tbody>
</table>

**CHEM:1070:000A - Lecture**

**Preferred**  **Add**  **remove**

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

**Face to face**  **Add**  **remove**

Delivery Tool


You will receive the following confirmation screen.

**Offerings Planner > Sections**

![You will receive the following confirmation screen.](image)

The Course Section has been saved to the database.

New: Click here to add a new section  
Edit enrollment counts | Edit Registration Status

<table>
<thead>
<tr>
<th>Check all</th>
<th>Uncheck all</th>
<th>Section Number</th>
<th>Registration Status</th>
<th>Planner Status</th>
<th>Time/Location</th>
<th>Cur</th>
<th>Opt</th>
<th>ISTS</th>
<th>Section Type</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>view</td>
<td>0001</td>
<td>Open</td>
<td>Planning</td>
<td>2:30P - 3:20P MWF</td>
<td>0</td>
<td>375</td>
<td>0</td>
<td>Lec</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 [Textbooks & Resources prior to October 2017](#) 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**.