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.

Offerings Planner > Sections

Complete the necessary fields on the Create Section page.

Offerings Planner > Create Section

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.

Yes

*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.

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 &
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.

**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>
</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.

Delivery Mode

Face to face

Add

Save

Cancel

You will received the following confirmation screen.

Offerings Planner > Sections

General Chemistry I
CHEM:1070 (004:007)

Session: Fall 2014

Return to Course List

The Course Section has been saved to the database.

New: Click here to add a new section

Check all | Uncheck all

Edit enrollment counts | Edit Registration Status

Submit to workflow

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Registration Status</th>
<th>Planner Status</th>
<th>Time/Location</th>
<th>Cur</th>
<th>Opt</th>
<th>ISTS Out</th>
<th>Section Type</th>
<th>Instructor</th>
<th>Book Indicated</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>000A</td>
<td>Open</td>
<td>Planning</td>
<td>1:30P - 2:20P MWF</td>
<td>0</td>
<td>275</td>
<td>0</td>
<td>Lec</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>000B</td>
<td>Open</td>
<td>Planning</td>
<td>2:30P - 3:20P MWF</td>
<td>0</td>
<td>225</td>
<td>0</td>
<td>Lec</td>
<td></td>
<td></td>
<td>3</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 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**.

**Offerings Planner > Sections**

General Chemistry I
CHEM:1070 (004:007)

Viewing:  Default

**New: Click here to add a new section**

Check all  |  Uncheck all

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

**Offerings Planner > Create Section**

General Chemistry I
CHEM:1070 (004:007)

**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**

  - ○ Yes  ○ 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.

  - **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.

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 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

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

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

CEHM:1070:000A - Lecture ▼ □ Relate to all sections

Preferred ▼ Add

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 ▼ □ Add

Delivery Tool


You will received the following confirmation screen.

Offerings Planner > Sections

General Chemistry I  
CHEM:1070 (004:007)  
Session: Fall 2014  
Return to Course List

✓ The Course Section has been saved to the database.

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

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.