Adding a Lecture and Discussion Section with Mandatory Relationship

**Mandatory Relationship** - the student selects the desired discussion section and they are automatically registered for the lecture that is related to the chosen discussion. The credit hours will be posted to 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**

<table>
<thead>
<tr>
<th>Elementary Psychology</th>
<th>PSY:1001 (031:001)</th>
<th>Session: Spring 2014</th>
</tr>
</thead>
</table>

Viewing: [New: Click here to add a new section] | View sections in related groups

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**.

**Spring 2014**

- Lecture

- [ ] 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.

<table>
<thead>
<tr>
<th>* Off-cycle Section:</th>
<th>[ ] Yes</th>
<th>[ ] No</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Override Start Date:</td>
<td>02/25/2014</td>
<td></td>
</tr>
<tr>
<td>* Override End Date:</td>
<td>05/09/2014</td>
<td></td>
</tr>
</tbody>
</table>
*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 mandatory 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.
Add a time & location

**Hours**

*Credit Hour Section:*
Select Yes. Credit Hours will move to the discussion section 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**

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

Delivery Mode

Face to face

Delivery Tool

Save  Cancel

You will receive the following confirmation screen.

Offerings Planner > Sections

Elementary Psychology
PSY-1001 (031:001)

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 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.

  - **Spring 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:**

    02/25/2014

  - **Override End Date:**

    05/09/2014

- **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.
*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
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. Credit Hours for a mandatory relationship must be on the discussion section.

*Credit Hours:
  Select appropriate Credit Hours from drop down list, click Add.
  When you click Save at the bottom of the page, the credit hours will be removed from the lecture section and added to the discussion section.

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.

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

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.
*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**.

You will received the following confirmation 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 *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.