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

**Viewing:** 
- 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**

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

  - **Yes**
  - **No**

- **Override Start Date** and **Override End Date** fields will display.

**Override 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 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**

<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

Delivery Tool

Save Cancel

You will received the following confirmation screen.

Offerings Planner > Sections

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.

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. 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.

- **Yes**  **No**

**Credit Hours**

<table>
<thead>
<tr>
<th>3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[Add]</td>
<td>[Remove]</td>
</tr>
</tbody>
</table>

**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**.

**Related Section**

<table>
<thead>
<tr>
<th>PSY:1001:0BBB - Lecture</th>
<th>Related Type</th>
<th>Remove</th>
</tr>
</thead>
</table>

[Source: Mandatory](#

[Source: 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**

<table>
<thead>
<tr>
<th>Face to face</th>
<th>Remove</th>
</tr>
</thead>
</table>

**Delivery Tool**

<table>
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<th></th>
<th>Add</th>
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You will received the following confirmation screen.
Click 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.