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.

Complete the necessary fields on the Create Section page.

Basic Information
Will default to session selected on previous page.

Select either Yes or No.

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

Enter three digits, then tab, and a zero (0) will automatically be inserted before the three digits.

Should be Academic Unit Course for preferred relationship lecture.
Select appropriate registration status.

Enter section subtitle, if applicable.

Select section restriction, if applicable.

Enter number or check the Unlimited box.

Academic Unit Course (Unlimited)

Open

Time & Location

Click Add a time & location link.

Time | Location

Add a time & location

Hours

Select Yes.

If the Credit Hours should be on the discussion section, you will be able to move the hours when it is added.

Select appropriate credit hours from drop down list, click Add.
If applicable, enter the appropriate number of hours.
If applicable, enter the appropriate number of hours.
If applicable, enter the appropriate number of hours.

Yes  No

Credit Hours

3  remove

See Credit Hour Terminology for more information.

Additional Information
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.

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

Once you have completed the page, click Save.
You will receive the following confirmation screen.

![Confirmation Screen]

Click **Save** 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**.

![Sections Page]

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

![Create Section]

**Basic Information**

- Will default to session selected on previous page.
- Will default to Stand-alone section type. Select **Discuss** from drop down list.
Select either Yes or No.

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

Enter the appropriate Override dates either manually or by utilizing the calendar pop-up option.

Enter three digits, then tab, and a zero (0) will automatically be inserted before the three digits.

Select from drop down list. Click for definitions.

Select appropriate registration status.

Enter section subtitle, if applicable.

Select section restriction, if applicable.

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**
Select Yes or No.

If Yes, select the appropriate credit hours from the drop down list and click Add.

If applicable, enter the appropriate number of hours.
If **Yes**, you will receive the following error message when you **Save**.

```
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?  
Selecting **Yes** will remove the credit hours from the Lecture sections when you **Save** at the bottom of the page.
```

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

**Additional Information**
- 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**.

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

If **Yes**, select **Remove**.
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**.
<table>
<thead>
<tr>
<th>Offerings Planner</th>
<th>Edit Section Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Chemistry I</strong></td>
<td><strong>Planner Status:</strong> Planning</td>
</tr>
<tr>
<td>CHEM:1070:0011 (004:007:0001)</td>
<td><strong>Session:</strong> Fall 2014</td>
</tr>
<tr>
<td><strong>Registration Status:</strong> Open</td>
<td><strong>Submit to Workflow</strong></td>
</tr>
<tr>
<td><strong>Section Type:</strong> Stand-alone</td>
<td><strong>Copy Section</strong></td>
</tr>
</tbody>
</table>