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.
Will default to Stand-alone section type. Select Lecture 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.

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**

Open

---

**Time**

Add a time & location

**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

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

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

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 **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**.

![Sections Page]

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

**Basic Information**

- Will default to session selected on previous page.
- Will default to **Stand-alone** section type. Select **Discuss** ion from drop down list.
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.

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.

#### Time

<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 you select 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?  
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**
- 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>CHEM:1070:000A - Lecture</th>
<th>Related Type</th>
<th>remove</th>
</tr>
</thead>
</table>

CHEM:1070:000A - Lecture

Related Type: Preferred

**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.

**Delivery Mode**

Face to face

![Add](image)

**Delivery Tool**

![Add](image)

Save

Cancel

You will receive the following confirmation screen.

**Offerings Planner > Sections**

General Chemistry I
CHEM:1070 (004:007)

![Submit to Workflow](image)

The Course Section has been saved to the database.

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>Registration Status: Open</th>
<th>Planner Status: Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Type: Stand-alone</td>
<td>Session: Fall 2014</td>
</tr>
</tbody>
</table>