Adding a Stand-alone Section

Stand-alone Section - a section that is not associated with another section, such as a lab or discussion. However, it can be related to a screening or additional time.

Click for printable version.

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. Session Info.

Will default to Stand-alone section type.

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.

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

Select Yes or No.

If No, the Credit Hours field below will not be visible.

If Yes, select appropriate Credit Hours from drop down list, click Add.
If applicable, enter the appropriate number of hours.

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- Yes
- No

### Credit Hours

| 3 | 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**.

### Delivery Mode

- **Face to face**

### Delivery Tool
You will receive the following 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

When all updates are complete, click **Submit to Workflow**.