Adding a Stand-alone Section

May 19, 2022

This page is no longer being updated. Please refer to the following webpage for information about section creation. https://help.mauiuiu.edu/section-creation-section-set

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.

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**Offerings Planner > Sections**

Population Genetics and Molecular Evol
BIOL.4273 (002:182)

Viewing: Default

New: Click here to add a new section

Complete the necessary fields on the Create Section page.

**Offerings Planner > Create Section**

Population Genetics and Molecular Evol
BIOL.4273 (002:182)

Basic Information

Will default to session selected on previous page. Session Info.

Will default to Stand-alone section type.

Select either Yes or No.

Spring 2014

Stand-alone

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.

Academic Unit Course ▼

Open ▼

Time & Location

Click Add a time & location link.

Add a time & location

Time | Location

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**

![Credit Hours form](image)

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.

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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 for more information
- Course and/or Section descriptions

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