

## Create Irregular Section

Location(s):

myNKU

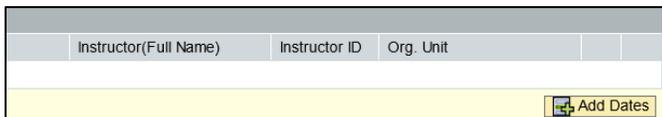
**Purpose:** Perform this procedure when you need to create an irregular section. Irregular sections must be within semester or sub-session dates and are still governed by the master calendar dates for grading, course evaluations, tuition, etc.

1. Add section on Advanced tab
2. Under Event Detail, Section Type of Irregular should be selected



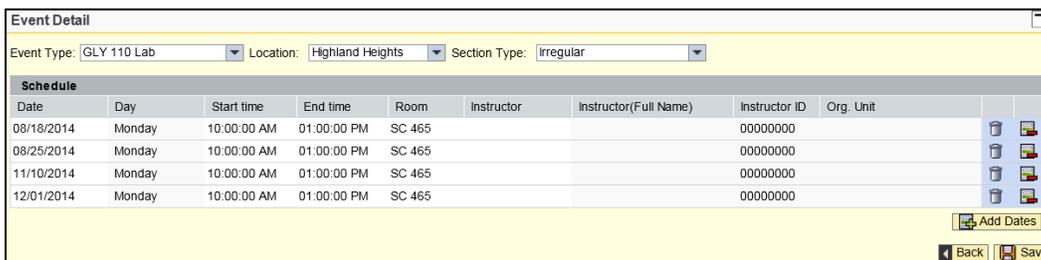
The screenshot shows the 'Event Detail' form. At the top, there are dropdown menus for 'Event Type' (GLY 110 Lab), 'Location' (Highland Heights), and 'Section Type'. The 'Section Type' dropdown is open, showing options: 'Regular', 'Irregular' (highlighted), 'Regular', and 'Regular with Exceptions'. Below this is a 'Schedule Pattern' table with columns for days of the week (M, T, W, R, F, S), start time, end time, room, and instructor.

3. Click Add Dates



The screenshot shows a table with columns for 'Instructor(Full Name)', 'Instructor ID', and 'Org. Unit'. Below the table is a yellow button labeled 'Add Dates' with a plus sign icon.

4. Add Schedule information
5. Repeat as needed to enter all meeting dates
6. Save



The screenshot shows the 'Event Detail' form with the 'Section Type' set to 'Irregular'. Below is a 'Schedule' table with columns: Date, Day, Start time, End time, Room, Instructor, Instructor(Full Name), Instructor ID, and Org. Unit. The table contains three rows of meeting dates: 08/18/2014, 08/25/2014, and 11/10/2014, all on Monday, from 10:00:00 AM to 01:00:00 PM in room SC 465. At the bottom right, there are buttons for 'Add Dates', 'Back', and 'Save'.