

## Add Regular Sections with Exception

1. Add section on Advanced tab
2. Under Event Detail, select Regular with Exception for Section Type

**Event Detail**

Event Type: ENG 101 Lecture Location: Highland Heights Campus Section Type: **Regular with Exceptions**

**Schedule Pattern**

M	T	W	R	F	S	U	Start time	End time	Room	Instructor
<input type="checkbox"/>	12:00:00 am	12:00:00 am								

3. Input meeting pattern
4. Click Generate Dates

Start time	Room	Instructor	Instructor (Full Name)	Instructor ID	Org. Unit
10:50:00 am	FH 113	Dawson	Mary Beth Dawson	00008846	First Year Programs

**Generate Dates**

5. Once all meeting dates are displayed, you may change the assigned instructor by clicking the trash can

Dawson	Mary Beth Dawson	00008846	First Year Programs		
Dawson	Mary Beth Dawson	00008846	First Year Programs		Remove Instructor

You may also remove a particular meeting date by clicking remove schedule

Dawson	Mary Beth Dawson	00008846	First Year Programs		
Dawson	Mary Beth Dawson	00008846	First Year Programs		Remove Schedule
Dawson	Mary Beth Dawson	00008846	First Year Programs		

6. Change as needed, then click Save

**Note:** After changes are made, **DO NOT** click Generate Dates again. This will override all changes that have been made to the schedule for the section.