

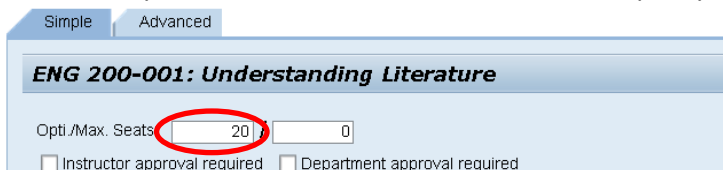
Add a Section

Add Section creates a new section using the next available sequential section number. For example, if there are sections 001 through 005, a new section will be 006. This number cannot be edited in the application.

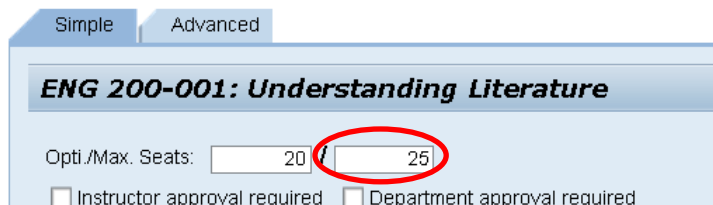
1. Section Title – you cannot change the title for a typical lecture or lab course. The section title field will open for the below Event Types that are allowed to be changed.
 - a. Dissertation
 - b. Independent Study
 - c. Internship/Externship
 - d. Practicum
 - e. Private Lesson
 - f. Research
 - g. Seminar
 - h. Special Topics
 - i. Thesis



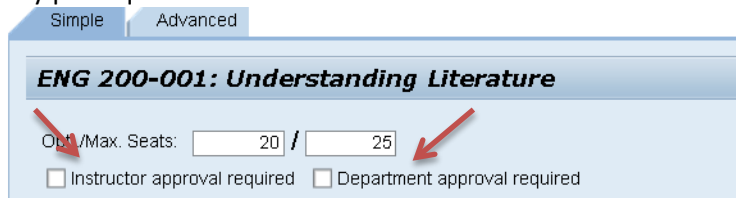
2. Enter the Optimum number of seats (number available to students in course registration). This number may not exceed Maximum Seats or Room Capacity when a room is assigned.



3. Enter the Maximum number of seats (number available to students PLUS the number of additional seats for administrative registration once section is closed). This number may not exceed Room Capacity when a room is assigned.



4. Check Instructor approval required if you would like to add this condition IN ADDITION TO any prerequisites.
5. Check Departmental approval required if you would like to add this condition IN ADDITION TO any prerequisites.



- Choose the Campus. The Event Type list will change based on the campus you choose. For example, if you choose On Campus Location only on campus event types will display. If you choose Online Campus only online campus event types will display.

- Choose the desired session.

- Choose the Event Type. You will see event types that have been offered for this course in the past. If you do not see the desired Event Type, contact the Office of the Registrar to make the request.

- Choose the Location. The location list will change based on the campus chosen.

- Enter the meeting pattern by checking the appropriate boxes.

- Enter the start and end times. You can use military time (09:00:00) or standard time. For standard time, you can enter 9am or 9a for 9 in the morning, and you can enter 9pm or 9p for 9 at night – either will be recognized. Do not use periods (9a.m. or 9p.m.)

- Enter the room abbreviation exactly (ex. MP 200) or part of the room number (ex. MP*) or click the “field chooser” option to pick from a list. You will see room maximum capacity next to each room on the Search Results – section maximum seats cannot exceed that number.
- Enter the instructor. If the class is being team-taught, click Additional Instructors and add the 2nd instructor.

To assign an instructor, enter the instructor’s last name or part of the last name with an (*) then press ENTER.

If there are others with the same last name, you will be able to choose from a list of matches.

Personnel no.	Last name	First name	Position Short Text	Org Unit Short Text
00005354	Mann	Sarah	Faculty	Dean of Arts & Sciences
00008897	Mann	Sarah	Part-time Faculty	Political Science & Crimi
00010706	Mann	Sarah	Part-time Faculty	Business Informatics
00003757	Mannheimer	Michael	Faculty	Chase - Instruction
00002794	Manning	David	Faculty	Business Informatics
00002314	Manning	George	Faculty	Psychological Science
00002370	Manning	Jimmie	Faculty	Communication

If instructor has a teaching conflict, you will see all days on which the conflict occurs

It is not necessary to use wildcards (*) if you are entering the exact last name. However, if you are entering part of the last name, you will need the wildcard. For example:

Entering manning will return individuals with that last name (manning).

Entering mann will only return individuals with that last name (not manning).

Entering mann* will return both last name mann and last names manning and mannheimer

Note: If the instructor is teaching in more than one academic unit, all active teaching assignments for the instructor will display; please select the correct assignment.

- Click Save.

Event Planning

Simple | **Advanced**

ENG 200-001: Understanding Literature

Opti./Max. Seats: /

Instructor approval required Department approval required

Campus:

Session:

#10 Event Type: #11 Location: #12 Schedule Category:

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

#14

15. Click Back to return to the grid

Event Planning

Simple | **Advanced**

ENG 200-001: Understanding Literature

Opti./Max. Seats: /

Instructor approval required Department approval required

Campus:

Session:

Event Type: Location: Schedule Category:

M	T	W	R	F	S	U	Start time	End time	Room	Instructor	Instr
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08:00:00 am	08:50:00 am	MP 303	Downing	M

Saved