

Fields in the Section Editor

Create Section – ENGL 110: Seminar in Composition

Section Information

1 Title/Topic: Seminar in Composition (Default Value) ▾

2 Section #: 724

3 Units: 3

4 Status: Active ▾

5 Schedule Print: Yes ▾

6 Component: Lecture ▾

7 Final Exam: (No Option Selected) ▾

8 Combine With: Select section... ▾

9 Session: Regular Academic Session (8/31/21 to 12 ▾

10 Campus: Newark (Main Campus) ▾

11 Inst. Mode: In Person ▾

12 Rqmt Dsgn: (None Assigned) ▾

13 Consent: No Add Consent; No Drop Consent Requ ▾

14 Grading Basis: Student Option ▾

15 Link To: Not linked to other sections ▾

Section Attributes 16

None Selected

Course Attributes 17

General Education Objectives: Analyze Arguments and Information
General Education Objectives: Communicate Effectively in Writing
General Education Objectives: Communicate Orally

Instructor 18

Staff

Room 19

General Assignment Room ▾

Room Characteristics

None Selected

Schedule 20

Does Not Meet

Enrollment 21 0 current

Maximum: Wait Cap: 30

Notes 22

None Assigned

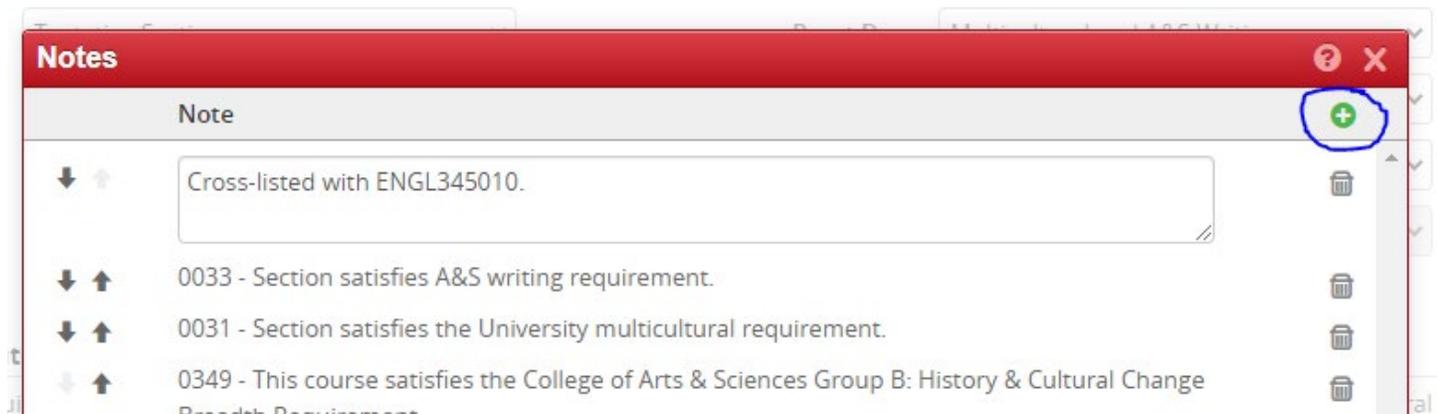
Internal Comments 23

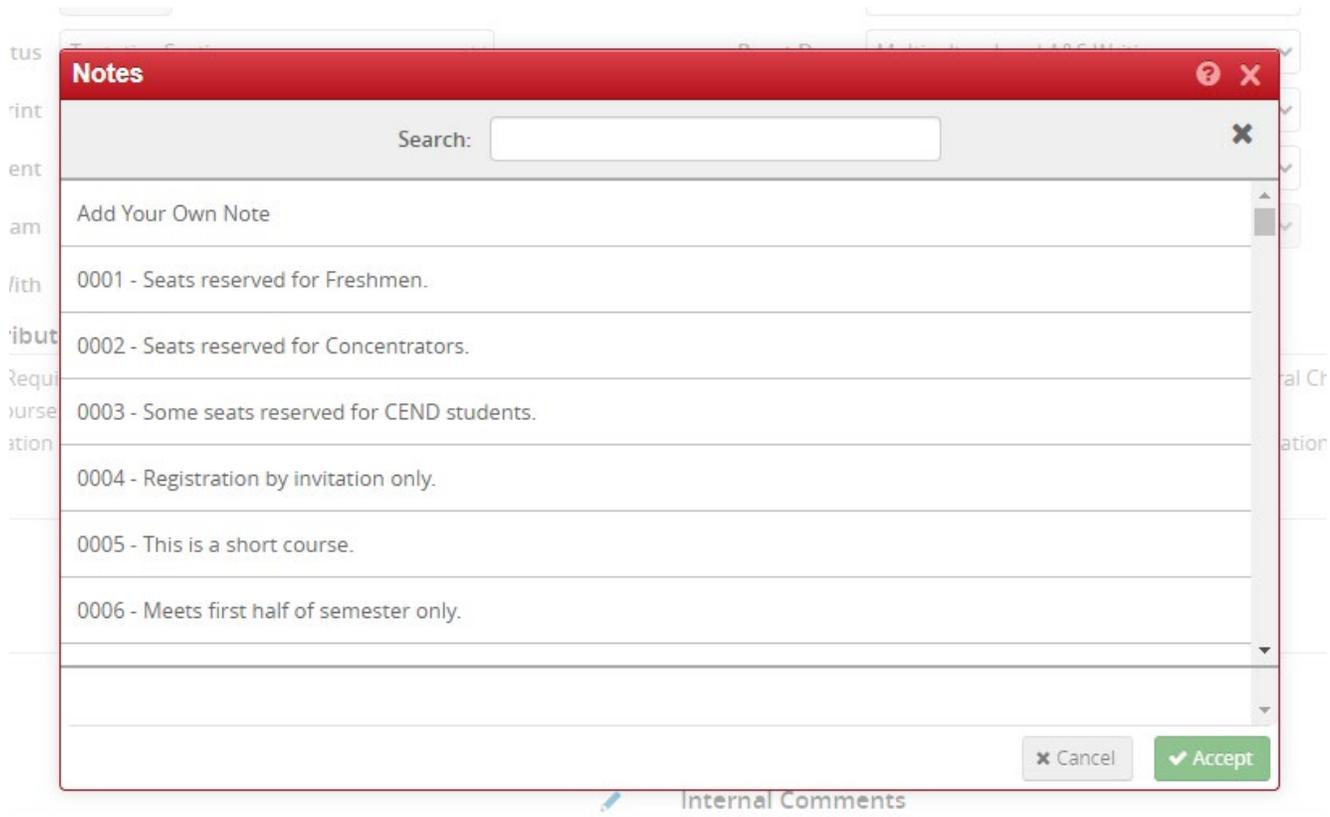
Bridge Tools Cancel Save Section

1. **Title/Topic:** This will usually be a permanent title from the catalog and cannot be changed. If it is a Topics course or an Experimental (X67) course, this field can be changed. The Course Topic can be chosen from the drop down menu. If the Course Topic is not there, please submit the [Title Form for NEW Experimental and Topics Courses](#).
2. **Section Number:** This field will default to the next number in the sequence of all sections and should be changed on new sections. Use the [Course Section Numbering Guidelines](#) for entering a new section number.
3. **Units:** If a course is a fixed credit course, this field will be grayed out and cannot be edited. For variable credit courses, the fields will be editable. They can be left as a range, or can be made fixed, i.e. both fields have 3, which will make the section 3 credits.

4. **Status:** Scheduling units will be able to change the status of their courses on their own. There are rules in the system that control what status can be used when, and will also not allow a section to be canceled when there is enrollment. Prior to Publish phase, courses not being offered should be set to Tentative, after Publish phase, sections not begin offered should be canceled.
5. **Schedule Print:** Will this course show in Courses Search? There are rules in the system which will not allow you to save tentative sections as Yes, and canceled sections as No.
6. **Component:** This field will default to the primary/graded component in the Catalog. The drop down will allow you to select any other component associated with the course in the catalog to create sections for secondary components, i.e. laboratory, discussion, studio, etc.
7. **Final Exam:** This is where you choose if the section has a Final Exam. Selecting 'Yes' or 'No' for this field is required to save a section.
8. **Combine With:** This field is used to add combined, dual-listed, or cross-listed sections to a parent section. [Combine/Dual-list/Crosslist Sections](#)
9. **Session:** This field will default to the Regular Session for fall and spring, WIN for winter and 5W1 for summer. Other sessions associated with the term can be chosen from the drop down menu.
10. **Campus:** This field is a combination of the Campus and Location fields in UDSIS. It will default to Newark (Main Campus) on new sections. Select the appropriate Campus from the drop down. There are rules in the system regarding the combination of Campus and Instruction Mode for certain pairings.
11. **Inst. Mode:** Instruction Mode, this is the format the course is being taught. It will default to In Person on new sections. Use the drop down menu to select the appropriate instruction mode. There are rules in the system regarding the combination of Campus and Instruction Mode for certain pairings.
12. **Rqmt Dsgn:** Requirement Designation, these are course or section attributes that are added at the section level, i.e. Honors and Second Writing. These are on the Adjust Class Associations page in UDSIS. It will default to None Assigned. Use the drop down menu to select the appropriate Requirement Designation(s) for the section.
13. **Consent:** This field combines the Add and Drop consents into one line. It will default to No Add Consent; No Drop Consent Required.
14. **Grading Basis:** The grading basis will pull from the catalog and should not be changed.
15. **Link to:** This field is used to link sections of a multicomponent course, i.e. lecture and laboratory, for registration.
16. **Section Attributes:** These attributes come in through the Catalog/UDSIS and are not editable.
17. **Course Attributes:** These attributes come in through the Catalog/UDSIS and are not editable.

18. **Instructor:** Using the pencil icon, the instructor name, role, workload, and print status can be changed. [Adding/Changing Instructors and workload](#)
19. **Room:** This field will default to General Room Assignment, which will put the section into the process of being assigned a Registrar-owned classroom. Any department-owned rooms will be in the drop down can be assigned by a scheduling at any time, including Plan phase. You will also be able to add rooms that do not have an override, such as Online Course, No Room Needed, Site Note, etc.
- When General Assignment Room is selected, use the pencil icon to add style requests.
20. **Schedule:** This is where the meeting pattern will appear for courses that rolled with a time, or where a new meeting pattern can be entered for a section. Click the link under Schedule to go to use the Snapper tool.
- [Change or Add Meeting Pattern](#)
 - [Adding Multiple Meeting Patterns](#)
21. **Enrollment:** These fields are used to set enrollment caps and wait list caps. The wait list cap will default to 30, and can be increased, but not lowered. Enrollment caps are editable in Plan phase, however, after Room Assignment phase, an increase above the assigned classroom capacity would go through a workflow.
- If a course is combined, there will be an additional Combined Enrollment section to the right that shows the combined enrollment cap and the combined wait list cap. These fields should combine the enrollment and wait list caps on each section automatically in the combination, and update as they are changed.
22. **Notes:** Any notes that rolled with a section will appear in this field. Using the pencil icon, new notes can be added, and existing notes can be deleted. To delete an existing note, click the trash can icon to the right of the note. To add a note, click the green (+) button on the top right. You can search or scroll through the list of numbered notes. Click Add Your Own Note to submit a free format note. This will trigger a workflow when you validate your schedule, or save a section, and the Scheduling Office will review the note.





23. Internal Comments: Anything written here will only be seen by the Scheduling Office when a schedule is validated or when a section is saved. These can be used to communicate with the Scheduling Office about the section.