



# ***MOTT COMMUNITY COLLEGE***

## ***JOB AID***



# Creating Sections

## SECT

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Section: MATH-101-DLT02

2. Section **DLT02**

3. Term 2007/3 Winter 2007

4. Start/End 01/13/07 05/04/07

5. Synonym 44583

6. Depts/Pct 1 42207 100.00

7. Credit Type **I Institutional**

Min/Max/Incr 5.00000

CEUs

Course Lvl 1 100 Beginning Level

Acad Lvl **C Credit**

Grade Scheme NUMBR Numeric Grades

Short Title **Beg Algebra**

8. Status **A Active** Date 03/14/06

9.

10. National ID

Local IDs 1 114

Location DL Distance Learn

Course Types 1 STND Standard

11. Topic Code

12. Faculty Assignment

13. Offering Info

14. Requisites

15. Restrictions

16. Financial Info

17. Billing Info

18. Reg Dt Ranges

Cross-Listings

Additional Info

 Required Field

 Optional Field

**All Fields Marked in Red MUST be filled in.**

 Field Not Used

 Auto Fill

**Procedure Information:**

Title: Creating a Course Section  
 Mnemonic: SECT  
 File Name: SECT.ppt  
 Application: APPS-ST-CU-COU  
 Primary Dept: Academic Affairs  
 Effective Date:  
 Revision Date: Rev # 1

**Purpose:**

Use the Sections (SECT) form to create a section record from a course. You can only create a section from a course that has an "Active" status.

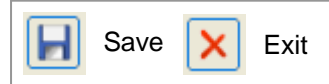
**Summary Steps**

1. Login to Datatel. Click APP, then Click ST. Type "SECT", click GO.
- 2-3. Type in the Term and Section number (i.e. "2007/3 MATH-101-20).
4. Do not modify the Synonym field.
5. The department, cost center, and credit type fields default from CRSE.
6. The Min/Max/Incr field defaults from CRSE. Do not change this value unless this is a variable credit class.
7. The short title field defaults from CRSE. Change this field only for Special Topics & Issues and Art & Music classes.
8. Set the Status field to "Active" to open the section for enrollment.
9. Fill in the location where the section will take place: MC (Main Campus), LAPR (Lapeer), SLBC (Southern Lakes Branch Campus), NTC (Northern Tier), DL (Distance Learning), OEOE (Open Entry/Open Exit), MOD (Module), EXT (Extension site).
10. Fill in the Topic Code field for Special Topics & Issues and Art & Music classes.
12. Detail in to the Faculty Assignment screen to assign Faculty.
13. Detail into the Offering Info screen to setup the location and meeting times for the section.
14. Detail into the Requisites screen to setup Section Corequisite, if necessary.
15. Detail into the Restrictions screen, if necessary, to designate sections that require a signature prior to registration.
16. Detail into the Billing Info Screen to verify Billing Credits are equal to contract hours.
17. Detail into the Additional Info screen to add internal notes and to add notes for the tabloid.

**Using the Guide**

1. Actions are **Bold**.
2. Data to enter is ***"Italic"***.
  - Notes are bulleted.
    - Field Codes
3. Field Names are underlined.
4. Click means use the mouse.
5. Enter means use the keyboard.
6. Press means use the keyboard.

**Task Bar**



Course Levels [1] 100 Beginning L [Dropdown]

**DROP DOWN LIST** – Click **Icon**, Click **item** on the list.

- 100 Beginning Level
- 200 Advanced Level
- CE Continuing Ed
- DEV Developmental

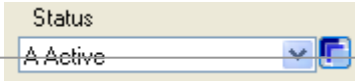


Course Levels [1] 100 Beginning L [Dropdown]

**SCROLL** – Indicates more than one selection is allowed. Click **Arrows** to scroll up or down. This example shows #1 is level 100.



First Record    Previous Record    Next Record    Last Record



**DETAILS** – Click **Icon** to open a new window to display or record more details for the field. When done, click **Save**.



**CALENDAR** – Click **Icon**. Click **Arrows** to scroll to month and year. Click **Date**. Or type the date **MMDDYY-072106**.

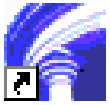


**CALCULATOR** – Click **Icon**. Click or press calculator **keys**. Click **Enter**. Or just type number into field.

**Original Function Keys**

Shift >

Process Help	Function Help	Window Insert	Window Page Jump	Window Back	Field Back	Element Back	Cancel	Exit	Refresh	Clear EOL	Screen Back
Field Help	Detail	Window Jump	Field Jump	Window FWD	Field FWD	Element FWD	Direct Access	Finish	Update	Screen Jump	Screen FWD
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12



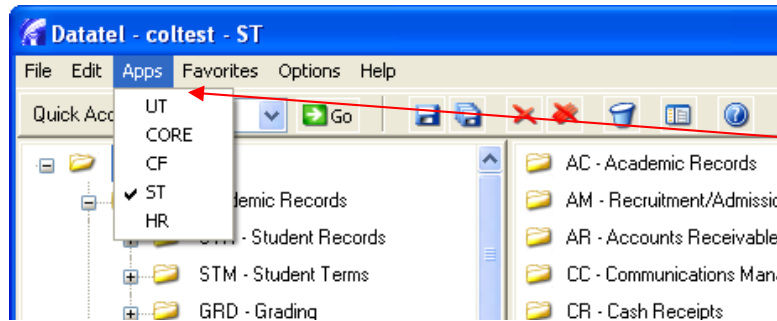
Datatel



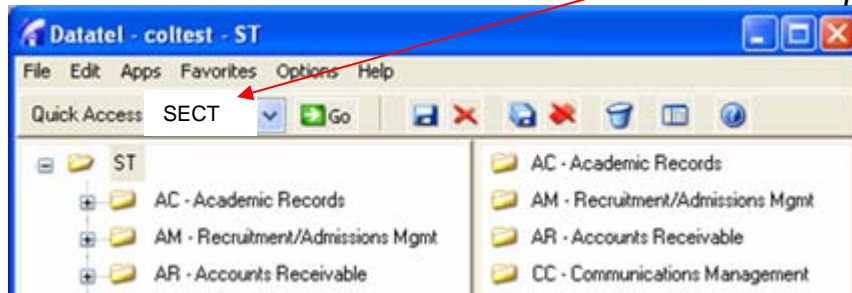
**Step 1: Login to Datatel**

1. **Double Click** on the **Datatel Icon**.
2. Enter your **“User ID”** and **“Password”**

➤ Database should be [collive]



3. Click **OK**.
4. At the Datatel Menu Bar, Click on **Apps**
5. Click **ST**
6. In the Quick Access area, type **SECT**



7. Click **Go**

### Step 2: Enter a Course Section to Lookup/Add

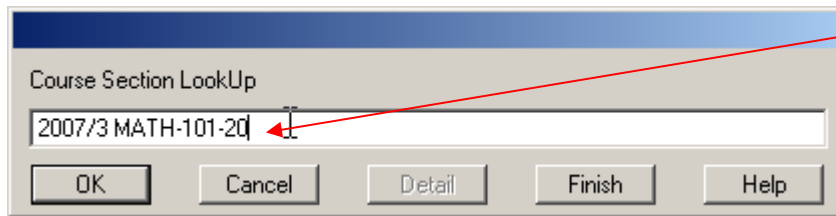


Fig - 2

1. Type in the term and name information for the section (i.e. 2007/3-MATH-101-20). If the section already exists the information will be displayed and can be modified. If the Section does not exist an alert will appear. Fig - 2

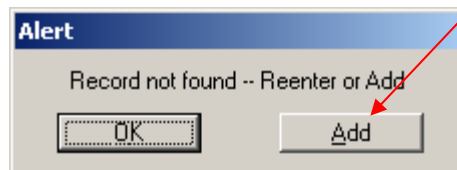


Fig - 2a

2. To add a section click the "Add" button. Fig - 2a

Section: MATH-101-DLT02

Section	DLT02	National ID	
Term	2007/3 Winter 2007	Local IDs	1 114
Start/End	01/13/07 05/04/07	Location	DL Distance Learn
Synonym	44583	Course Types	1 STND Standard
Depts/Pct	1 42207	Topic Code	
Credit Type	I Institutional		
Min/Max/Incr	5.00000		
CEUs			
Course Lvl	1 100 Beginning Level		
Acad Lvl	C Credit		
Grade Scheme	NUMBR Numeric Grades		
Short Title	Beg Algebra		
Status	A Active	Date	03/14/06

Faculty Assignment	<input checked="" type="checkbox"/>	Restrictions	<input checked="" type="checkbox"/>	Reg Dt Ranges	<input type="checkbox"/>
Offering Info	<input checked="" type="checkbox"/>	Financial Info	<input checked="" type="checkbox"/>	Cross-Listings	<input type="checkbox"/>
Requisites	<input checked="" type="checkbox"/>	Billing Info	<input checked="" type="checkbox"/>	Additional Info	<input checked="" type="checkbox"/>

**Step 3: Verify Start/End dates**

The Start/End dates will automatically be populated with the Start and End dates for the term that the section is offered. These fields should reflect actual semester dates only and are not to be changed. Fig - 3

**Step 4: Express Registration Code**

The Synonym field is for a Course's Express Registration Code – Express codes can be used for Web Registration. Datatel automatically assigns this code when sections are created. Do not change this code. Fig – 3

Fig – 3

Section: MATH-101-DLT02

Section: **DLT02** National ID:

Term: 2007/3 Winter 2007 Local IDs: 1 114

Start/End: **01/13/07** 05/04/07 Location: DL Distance Learn

Synonym: 44583 Course Types: 1 STND Standard

Depts/Pct: 1 42207 **100.00** Topic Code:

Credit Type: **I Institutional**

Min/Max/Incr: **5.00000**

CEUs:

Course Lvl: 1 100 Beginning Level

Acad Lvl: **C Credit**

Grade Scheme: NUMBR Numeric Grades

Short Title: **Beg Algebra**

Status: **A Active** Date: 03/14/06

Faculty Assignment        Restrictions        Reg Dt Ranges

Offering Info        Financial Info        Cross-Listings

Requisites        Billing Info        Additional Info

**Step 5: Depts/Pct, Cost Center, and Credit type**

Data in these fields defaults from CRSE. Information in these fields should not be changed. Fig - 4

**Step 6: Min/Max/Incr**

This field is the credits field and defaults from CRSE. Do not change this value unless this is a variable credit class (such as *Special Topics and Issues* or *Independent Study sections*). Fig - 4

Fig - 4

Section: MATH-101-DLT02

Section: **DLT02**  
 Term: 2007/3 Winter 2007  
 Start/End: **01/13/07** 05/04/07  
 Synonym: 44583  
 Depts/Pct: 1 42207 **100.00**  
 Credit Type: **I Institutional**  
 Min/Max/Incr: 5.00000  
 CEUs:  
 Course Lvl: 1 **100 Beginning Level**  
 Acad Lvl: **C Credit**  
 Grade Scheme: NUMBR Numeric Grades  
 Short Title: **Beg Algebra**  
 Status: **A Active** Date: 03/14/06

Faculty Assignment    
 Offering Info    
 Requisites    
 Restrictions    
 Financial Info    
 Billing Info    
 Reg Dt Ranges    
 Cross-Listings    
 Additional Info

Fig - 5

A	Active
C	Cancelled
P	Pending
W	Waiting to be Cancelled

Fig - 5a

### Step 7: Short Title

This field defaults from CRSE. The Short Title should only be changed for sections such as Special Topics and Issues and certain Art and Music classes. Fig - 5

### Step 8: Status

- The Status field will default to “Pending” when a section is created.
- A section should only be changed to “Active” when it is to be opened for enrollment. Fig - 5
- “Cancelled” is used to cancel a section. Prior to cancelling a section, run a class roster so that enrolled students can be informed of the cancellation. *(See your divisional policies for the specific process.)* Fig - 5a
- “Waiting to be Cancelled” is used when there is a possibility the section could be cancelled. This will prevent additional students from enrolling in a section but will not drop the students who have already registered for the section. Fig - 5a

Section: MATH-101-DLT02

Section: **DLT02**  
 Term: 2007/3 Winter 2007  
 Start/End: **01/13/07** 05/04/07  
 Synonym: 44583  
 Depts/Pct: 1 42207 100.00  
 Credit Type: **I Institutional**  
 Min/Max/Incr: 5.00000  
 CEUs:  
 Course Lvl: 1 100 Beginning Level  
 Acad Lvl: **C Credit**  
 Grade Scheme: NUMBR Numeric Grades  
 Short Title: **Beg Algebra**  
 Status: **A Active** Date: 03/14/06

National ID:  
 Local IDs: 1 114  
 Location: DL Distance Learn  
 Course Types: 1 STND Standard  
 Topic Code:

Faculty Assignment    
 Offering Info    
 Requisites    
 Restrictions    
 Financial Info    
 Billing Info    
 Reg Dt Ranges    
 Cross-Listings    
 Additional Info

Fig - 6

**Step 9: Location**

The Location field must be filled in using a location code. To see a list of locations, enter “...” in the location field and press enter. Fig - 6

**Commonly Used Locations:**

- MC Main Campus
- LAPR Lapeer
- SLBC Southern Lakes
- NTC Northern Tier
- DL Distance Learning
- OEOE Open Entry/Open Exit
- MOD Module
- EXT Extension site

**Step 10: Topic Code**

The Topic Code field is used for Special Topics and Issues sections as well as certain Art and Music sections. The field may be left blank if it is not needed. A list of available topics can be displayed by entering “...” into the Topic Code field. Topic Code fields are creating using TOPC.

Fig - 6

### Step 11: Faculty Assignment

Information entered here affects faculty pay and load.

1. Click the details button next to "Faculty Assignment" to bring up the Faculty Section Assignment window. Fig - 7
2. Click into the Faculty Member field and type the last name of the faculty member. If there are multiple results, a window will appear that allows you to select the specific faculty member. Fig - 7a
3. Verify that the start and end dates are correct. The start and end dates will automatically populate but must match the semester dates (i.e. 15-wk, 1<sup>st</sup> half, 2<sup>nd</sup> half, F/W-2 Semester OR the special meeting dates). Fig - 7a
4. A second faculty member can be assigned by repeating steps 2-3 in the second Faculty Member field. The Percent Contr fields must be evenly balanced (50/50) between the Faculty members assigned to the section. Fig - 7a
5. Press the save button to return to the main SECT screen.

For more specific detail, please refer to the "Assignment Contracts Procedure" available in Human Resources.

Fig - 7

Fig - 7a

Section: MATH-101-DLT02

Section: **DLT02** National ID:

Term: 2007/3 Winter 2007 Local IDs: 1 114

Start/End: 01/13/07 05/04/07 Location: DL Distance Learn

Synonym: 44583 Course Types: 1 STND Standard

Depts/Pct: 1 42207 100.00 Topic Code:

Credit Type: **Institutional**

Min/Max/Incr: 5.00000

CEUs:

Course Lvl: 1 100 Beginning Level

Acad Lvl: **C Credit**

Grade Scheme: NUMBR Numeric Grades

Short Title: **Beg Algebra**

Status: **A Active** Date: 03/14/06

Faculty Assignment  Offering Info  Requisites

Restrictions  Financial Info  Billing Info  Reg Dt Ranges  Cross-Listings  Additional Info

Fig – 8

### Step 12: Offering Info

*This is where section meeting information is entered.*

1. Click the details button next to “Offering Info” to bring up the Offering Info window. Fig – 8
2. Enter the room number into the Room field – to see a list of rooms type “...” in the field and press enter. Fig – 8a
3. Enter the start time and the end time.
4. Enter the days of the week the class will meet by typing the first letter of the day. Fig – 8a

- M – Monday
- T – Tuesday
- W – Wednesday
- R – Thursday
- F – Friday
- S – Saturday
- U – Sunday

Section: MATH-101-20 Term.: 2007/3 Status: Active

Title.: Beginning Algebra Synonym: 46619 Status Date: 10/10/06

Instr Method	Instr Ld	Contact Hrs	Contact Measure	Clock Hrs
1 LEC	5.00	5.00		
2				

Instr Meth	Bldg	Room	Times		Days of Week	St Date	End Date
			St Time	End Time			
1 Lecture	CM	1314	05:00PM	07:25PM	TR	01/13/07	05/04/07
2							

Frequency: Weekly

Number of Weeks:  Sec Blks: 1

Schedule Type:  Curr Off: 1

Fac Comm Cd/Stat:

Stu Comm Cd/Stat:

Fig – 8a

Section: CDMG-153-01 Term.: 2011/3 Status: Active  
 Title.: Computers-Prac. App Synonym: 71589 Status Date: 03/05/10

Instr Method: 1 LEC, 2 LEC1 Lecture 2nd Assignme

Instr Meth	Bldg	Room	St Time	End Time	Days of Week	St Date	End Date
1	CM	2139	08:00AM	09:25AM	TR	01/08/11	04/29/11
2							

Rebuild Meeting Dates

Actual Meeting Times

Fig – 8

Section: CDMG-153-01 Term.: 2011/3 Status: Active  
 Title.: Computers-Prac. App Synonym: 71589 Status Date: 03/05/10

Meeting Dates	Day of Week	Start Time	End Time	Building	Room
01/11/11	Tuesday	08:00AM	09:25AM	CM	2139
01/13/11	Thursday	08:00AM	09:25AM	CM	2139
01/18/11	Tuesday	08:00AM	09:25AM	CM	2139
01/20/11	Thursday	08:00AM	09:25AM	CM	2139
01/25/11	Tuesday	08:00AM	09:25AM	CM	2139
01/27/11	Thursday	08:00AM	09:25AM	CM	2139
02/01/11	Tuesday	08:00AM	09:25AM	CM	2139
02/03/11	Thursday	08:00AM	09:25AM	CM	2139
02/08/11	Tuesday	08:00AM	09:25AM	CM	2139
02/10/11	Thursday	08:00AM	09:25AM	CM	2139
02/15/11	Tuesday	08:00AM	09:25AM	CM	2139
02/17/11	Thursday	08:00AM	09:25AM	CM	2139
02/22/11	Tuesday	08:00AM	09:25AM	CM	2139
02/24/11	Thursday	08:00AM	09:25AM	CM	2139
03/01/11	Tuesday	08:00AM	09:25AM	CM	2139

## Step 12: Offering Info *continued*

5. Term dates are automatically populated as the start and end dates. If start/end dates are different than the Term dates (ie 1<sup>st</sup> or 2<sup>nd</sup> 8-weeks or Late Start section), enter the beginning and ending dates of the appropriate session

**Note:** Actual meeting dates may not cross over term dates.

6. Detail on Actual Meeting Times. Change Start/End dates to reflect the actual meeting times of the section.

7. Click Save (back to SOFF tab)

8. Enter Yes in

Rebuild Meeting Dates	Yes
-----------------------	-----

9. Click the Save button to return to the main SECT screen.

**Note:** A second room can be added by entering a room number in the second meeting field. This is used in a situation where a lecture would take place in a classroom on certain days of the week and in a computer lab on other days of the week.

Section: MATH-101-DLT02

Section: **DLT02** National ID:

Term: 2007/3 Winter 2007 Local IDs: 1 114

Start/End: 01/13/07 05/04/07 Location: DL Distance Learn

Synonym: 44583 Course Types: 1 STND Standard

Depts/Pct: 1 42207 100.00 Topic Code:

Credit Type: **Institutional**

Min/Max/Incr: 5.00000

CEUs:

Course Lvl: 1 100 Beginning Level

Acad Lvl: **C Credit**

Grade Scheme: NUMBR Numeric Grades

Short Title: **Beg Algebra**

Status: **A Active** Date: 03/14/06

Faculty Assignment  Financial Info  Reg Dt Ranges

Offering Info  Restrictions  Cross-Listings

Requisites  Billing Info  Additional Info

Fig – 9

Section: MATH-101-20 Term...: 2007/3 Status.....: Active

Title...: Beginning Algebra Synonym: 46619 Status Date: 10/10/06

Course Prerequisites

1	Take 0 credits	<input type="checkbox"/>
2	From rule CLASS;	<input type="checkbox"/>
3		<input type="checkbox"/>

Corequisite Course

1	<input type="text"/>	<b>Required</b>
2	<input type="text"/>	<b>Required</b>
3	<input type="text"/>	<b>Required</b>

Corequisite Section

1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

Corequisite Noncourse

1	<input type="text"/>	<b>Required</b>
2	<input type="text"/>	<b>Required</b>
3	<input type="text"/>	<b>Required</b>

Fig – 9a

### Step 13: Requisites

Prerequisites will automatically populate from information entered into CRSE. Prerequisite information that is changed in CRSE will automatically update into each course section.

Section Co requisites need to be manually entered. To enter a Section Corequisite:

1. Click on the details button next to “Requisites” to bring up the Requisites screen. Fig - 9
2. Enter the name of the Corequisite course (or partial information) to pull a menu of available courses. Fig – 9a
3. To force a Corequisite, put a “Y” in the required field. Fig – 9a
4. To specify a particular Corequisite Section for lecture classes where specific lecture and lab sections must be taken together, enter that section under Corequisite Section.\* Fig – 9a

\* If a student can choose from a number of sections, the corequisite section is not required and an “N” is to be entered in each “Required” field.

**NOTE:** Corequisite Noncourse is not used at this time.

Fig – 10

Fig – 10a

### Step 14: Restrictions

*In SECT, Restrictions are used to designate sections that require a signature prior to registration.*

The values for Section Capacity, Schedule Capacity, and Minimum Enrollment all are pre populated with information from CRSE.

To designate a Section that requires a signature for registration:

1. Click on the detail button next to Restrictions to display the Restrictions screen. Fig - 10
2. Click on the Other Restrictions Field.
3. Type in the appropriate code.
 

ARI	Apprentice Related
Instruction	
FIA	Current FIA
Clearance Required	
HON	Honor Students
Only	
4. Verify that the Instructor Consent field displays “Yes”. If it does not, click into the field and type “Y”. Fig – 10a
5. Click save to return to the SECT main screen.

Section: MATH-279-01

Section: 01 National ID: [ ]  
 Term: 2006/3 Winter 2006 Local IDs: 1 114  
 Start/End: 01/14/06 05/05/06 Location: MC Main Campus  
 Synonym: 36644 Course Types: 1 STND Standard  
 Depts/Pct: 1 42207 100.00 Topic Code: [ ]  
 Credit Type: Institutional  
 Min/Max/Incr: 3.00000  
 CEUs: [ ]  
 Course Lvl: 1 200 Advanced Level  
 Acad Lvl: C Credit  
 Grade Scheme: NUMBR Numeric Grades  
 Short Title: Diff Equations  
 Status: A Active Date: 12/13/04

Faculty Assignment [X] Restrictions [X] Reg Dt Ranges [X]  
 Offering Info [X] Financial Info [X] Cross-Listings [X]  
 Requisites [X] Billing Info [X] Additional Info [X]

### Step 15: Billing Info

*This screen is used to charge tuition based on contact hours and to charge course fees.*

1. Click on the Detail button next to Billing Info to display the Billing Info screen. Fig-11
2. Verify that Billing Credits = Contact Hours

Section: NURS-205-01 Term: 2007/3 Status: Active  
 Title: Inter Adult Nursing Synonym: 44846 Status Date: 03/14/06

Billing Method: [ ] Disc Max Pct: [ ]  
 Billing Period Type: T Term Disc Max Amt: [ ]  
 Periodic Billing: No Misc Fee: [ ]  
 Billing Credits: 3.00000 Comments: [ ]  
 Schedule Type: [ ]  
 Drop Reg Ref Pol: [ ]  
 Wdrw Reg Ref Pol: [ ]  
 Tax Statuses/Dates: 1 [ ]

Discount Code	Type	Amount	Percent	Maximum
1				

Tuition

AR Code	Amount	CR	Calc Type	Fort	Min Cred	Max Cred	Rule
1							
2							

Other Charges

AR Code	Amount	CR	Calc Type	Fort	Min Cred	Max Cred	Rule
1	COUR		110.00	F Fixed			

**NOTE:** This information defaults from the course and is not to be changed.

Section: MATH-279-01

Section: 01 National ID: [ ]

Term: 2006/3 Winter 2006 Local IDs: 1 114

Start/End: 01/14/06 05/05/06 Location: MC Main Campus

Synonym: 36644 Course Types: 1 STND Standard

Depts/Pct: 1 42207 100.00 Topic Code: [ ]

Credit Type: Institutional

Min/Max/Incr: 3.00000

CEUs: [ ]

Course Lvl: 1 200 Advanced Level

Acad Lvl: C Credit

Grade Scheme: NUMBR Numeric Grades

Short Title: Diff Equations

Status: A Active Date: 12/13/04

Faculty Assignment [X] [ ] Restrictions [X] [ ] Reg Dt Ranges [ ] [ ]

Offering Info [X] [ ] Financial Info [ ] [ ] Cross-Listings [ ] [ ]

Requisites [X] [ ] Billing Info [X] [ ] Additional Info [X] [ ]

### Step 16: Cross listings

*This screen is used when two or more sections are meeting in the same place, at the same time, with the same instructor.*

Only the Vice President of Academic Affairs (VPAA) office is authorized to Cross List (link) sections. Contact the Curriculum Systems Coordinator for assistance.

Section: MATH-101-01 Term...: 2007/3 Status.....: Active

Title.: Beg Algebra Synonym: 44558 Status Date: 03/14/06

Global Capacity [ ] [ ]

Cross-List Sections/Title	Section Capacity	Primary	Equate Codes Match	Addnl Sched	Sponsored
1 MATH-101-01 Beg Algebra	34	Yes	[ ]	[ ]	No
2 [ ]	[ ]	[ ]	[ ]	[ ]	[ ]
3 [ ]	[ ]	[ ]	[ ]	[ ]	[ ]
4 [ ]	[ ]	[ ]	[ ]	[ ]	[ ]

.....

Total [ ] 34

Waitlist All After First Waitlisted Section [ ]







Global Waitlist Maximum [ ] [ ]

Fig – 13

### Step 18: Additional Info

*This screen is used for notes specific to each section.*

1. To access the Additional Info screen, click the detail button to next to Additional Info. Fig – 13
2. The Comments field will be stored in Datatel and can only be viewed within Datatel. This can be used to store notes pertaining to a section that can be shared between staff members, and its use is required for historical purposes. Fig – 13a
3. The Printed Comments field will be visible in both the printed Course Catalog and the Web Registration screens. Fig – 13a
4. To enter comments, click into the desired comments field and type the comments. Be sure to use the Time/Date Stamp feature at the end of the comments.
5. Click Save to exit this screen and return to the SECT main screen.

Quick Access SECT      

Section: MATH-101-DLT02

Section  National ID

Term  Local IDs

Start/End   Location

Synonym  Course Types

Depts/Pct   Topic Code

Credit Type

Min/Max/Incr

CEUs




Course Lvl




Acad Lvl




Grade Scheme

Short Title

Status  Date

Faculty Assignment   Restrictions   Reg Dt Ranges  

Offering Info   Financial Info   Cross-Listings  

Requisites   Billing Info   Additional Info  

## Step 18: Save Your Work

1. Verify your entry
2. Correct as needed.
3. Click the Save button.