Creating a Course Section

A Course Section is the specific offering within the term, including time and location of the broader course. A Course Section was CRN on the ISIS CD Screen. Create a Course Section(s) when a new course is offered or make changes to existing Course Sections when something affecting the Course Sections changes.

Create a Course Section

1. Login to UR Student
2. On your Home Page, type Create Course Section in search, press enter or magnifying glass icon
3. Click Create Course Section link
4. Click Course search field
5. Type 3 or 4 letter course abbreviation and number, press enter
6. Select Course from Search Results
7. Select the Academic Period and Academic Unit (AU) or type in the Academic Period and AU, press enter
8. The Start Date auto-fills; if the Start Date is different, enter it here
9. Click OK

On the Create Course Section page

1. If more than one AU will offer the Course Section, click + to add the AU and adjust the Offering Percent: 2 AUs = 50% each; 3 AUs = 33%, 33%, 34%

Adding More Course Section Details

1. Section Capacity
   - Check the Unlimited Capacity box or adjust the number
2. Minimum/Maximum Units
   - Adjust the Units fields as required; Unit values should match
3. Description
   - The Description is pulled from the Create Course process; make changes if needed
4. Private Notes
   - When making any change to a Course Section, add a brief note in Private Notes about what you changed, sign and date the note
5. Other Unit Values
   - Brings up a table, click + to add a row, choose Financial Aid Load and enter credit amount

Note: new courses created in UR Student may have automatic Section Numbers assigned. If so, the next Section Number auto-fills.
Creating a Course Section

Assigning a Classroom to a Course Section, cont.

1. On your Home Page, type **Find Course Section Definition** in search, press enter or magnifying glass icon
2. Enter subject code and number of the course, press enter
3. Find the Course Section and use Related Actions to choose Course Definition
4. Click + for **Meeting Pattern** under Section Components
5. The meeting pattern for the Course Section auto-fills
6. Click Location
7. Click Campus from the drop-down icon
8. Click the correct Campus for the Course section

Assign a Classroom to a Course Section, cont.

9. Drill down to a building and a classroom available for the Section’s Meeting Pattern
10. Click Submit
11. Click Done

Meeting Pattern

1. Click + for **Meeting Pattern** under Section Components
2. Click in **Meeting Pattern** field
3. Click All
4. Click the radio button for the correct **Day**
5. Click the radio button for the correct **Time**

Finish Creating a Course Section

After setting up all necessary details for the Course Section, click **OK**

Note: it is not necessary to set up every detail in one session but required fields must be filled