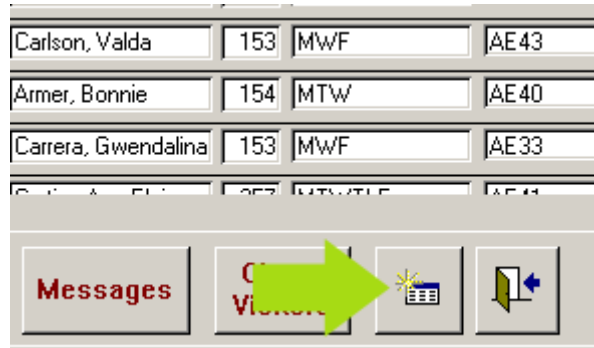
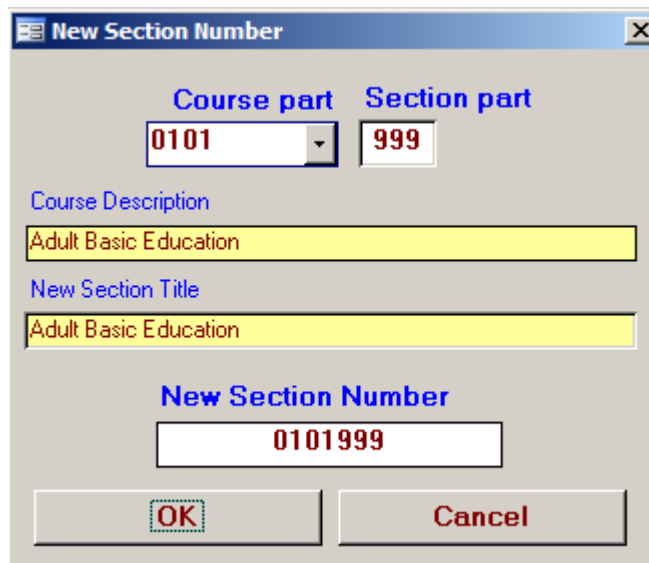


## Section – Create New Section

- From the Section Overview screen, open an existing record or click on the “Open Form” to display a new section screen.



- When the small screen displays, type in (or select) the course part and the then type the two or three digit section part of the number.



**New Section Number**

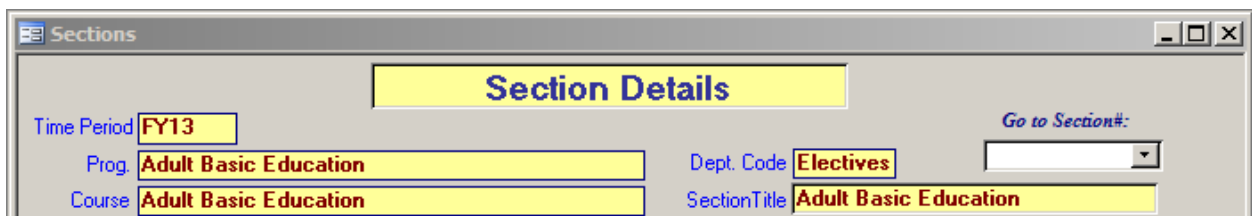
Course part:  Section part:

Course Description:

New Section Title:

New Section Number:

- The current Time Period will display at the top of the screen.



**Sections**

**Section Details**

Time Period:  Go to Section#:

Prog:  Dept. Code:

Course:  Section Title:

## Section – Create New Section

- Enter capacity and minimum. If you don't want a wait list, make the capacity large as possible. If you don't type a capacity, all students will enroll as wait listed. Always enter a minimum.

Section Information			
Section #	Capacity	Minimum	Enrolled
010188	0	0	0

- You need only type the first few letters of the teacher's name and it should complete the entry.

Teacher	V
Amatori, Dolores A.	

- Type a room description (again with just a few letters).

Room/Site
AE28

- The start and end dates default from the current Time Period. You can change them to any dates within the Time Period range.

Start Date	End Date
07/01/12	06/30/13

- Type the start and end times as follows: 8a, 8.15a, 9.30p. (Don't leave a space, and don't bother with the colon or 0s after the hour.) Always type an a or p after the numbers. Do not type 9.3 for 9.30.

Start Time	End Time
11:30 a	12:30p

- For split classes, type the start and end times after the break.

Start Time	End Time
11:30 a	1:30 p
<b>After Break</b>	
Start Time	End Time
1:45 p	2:30 p

## Section – Create New Section

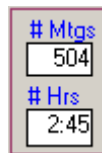
- Select “Days Pattern” from dropdown list



Days Pattern

- F
- FS
- FSSu
- FSu
- M**
- MF
- MFS
- MFSSu

- Click the “Schedule Section” button.
- The number of meetings scheduled displays in the Meetings field.



# Mtgs  
504

# Hrs  
2:45

- If you had entered the teacher’s hourly rate on the Personnel screen, the computer will show the cost of the class.



Financial Information				Fees Collected
Teacher Pay	Add. Expense	Class Cost	Regular Fees	Fee Class
\$10,395.00	\$1,351.35	\$11,746.35	\$17.50	<input type="checkbox"/>
<b>Section Fees</b>	<b>Make Invoices</b>	<b>Payments</b>	<b>Budget Code</b>	

- Any message in “Notes” will print out on the student’s receipt.