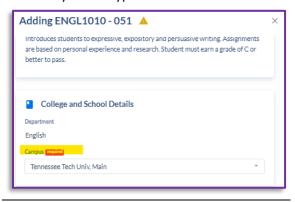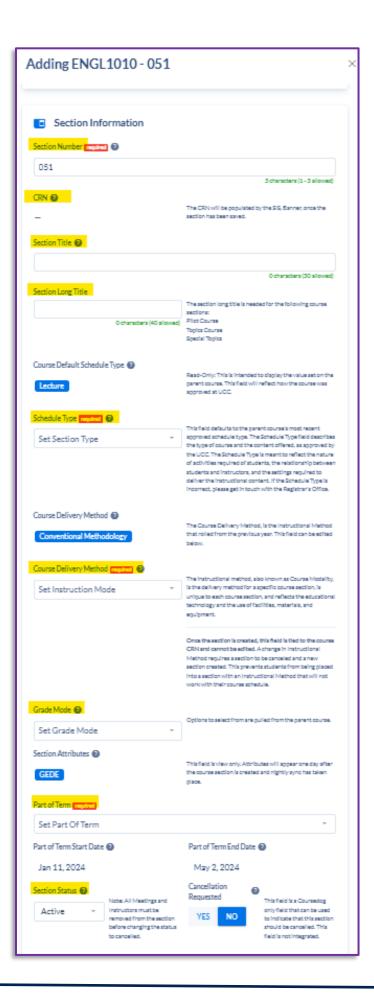## Working Within the Section Editor

1. **Complete required fields within General Information**
   a. You will need to complete all required fields within General Information before you are able to submit a schedule (with sections) for review by the Dean's and Registrar's Offices.
   b. NOTE: You can start work on a section and save your progress by clicking the "**SAVE SECTION**" button in the Section Editor. We recommend that you always save before leaving the Section Editor even if you are not finished.
   c. Following is an overview of the General Information fields:

FIELD OVERVIEW

Search for appropriate campus. NOTE: If Tennessee Tech Univ, Main is your campus of choice you can type "Main" and select.

Adding ENGL1010 - 051 ✕

📖 Section Information

Section Number `required` ❓

```
051
```
3 characters (1 - 3 allowed)

CRN ❓

—

The CRN will be populated by the SIS, Banner, once the section has been saved.

Section Title ❓

```

```
0 characters (30 allowed)

Section Long Title

```

```
0 characters (40 allowed)

The section long title is needed for the following course sections:
Pilot Course
Topics Course
Special Topics

Course Default Schedule Type ❓

Lecture

Read-Only: This is intended to display the value set on the parent course. This field will reflect how the course was approved at UCC.

Schedule Type `required` ❓

```
Set Section Type          ▼
```

This field defaults to the parent course's most recent approved schedule type. The Schedule Type field describes the type of course and the content offered, as approved by the UCC. The Schedule Type is meant to reflect the nature of activities required of students, the relationship between students and instructors, and the settings required to deliver the instructional content. If the Schedule Type is incorrect, please get in touch with the Registrar's Office.

Course Delivery Method ❓

Conventional Methodology

The Course Delivery Method, is the instructional Method that rolled from the previous year. This field can be edited below.

Course Delivery Method `required` ❓

```
Set Instruction Mode      ▼
```

The instructional method, also known as Course Modality, is the delivery method for a specific course section, is unique to each course section, and reflects the educational technology and the use of facilities, materials, and equipment.

Once the section is created, this field is tied to the course CRN and cannot be edited. A change in instructional Method requires a section to be cancelled and a new section created. This prevents students from being placed into a section with an instructional Method that will not work with their course schedule.

Grade Mode ❓

```
Set Grade Mode            ▼
```

Options to select from are pulled from the parent course.

Section Attributes ❓

GEDE

This field is view only. Attributes will appear one day after the course section is created and nightly sync has taken place.

Part of Term `required`

```
Set Part Of Term          ▼
```

Part of Term Start Date ❓   Part of Term End Date ❓

Jan 11, 2024   May 2, 2024

Section Status ❓

```
Active    ▼
```
Note: All Meetings and instructors must be removed from the section before changing the status to cancelled.

Cancellation Requested ❓

YES | **NO**

This field is a Coursedog only field that can be used to indicate that this section should be cancelled. This field is not integrated.

Section Number will carry over or will auto generate if this is a new section.

CRN will auto generate once the section is saved.

Section Title is the short course title, which is printed on student transcripts.

Section Long Title If section full title is longer than 30 characters, ENTIRE title must be put in Section Long Title. If this field is blank, the section title will be displayed.

Schedule Type This field defaults to the parent course's most recent approved schedule type. The Schedule Type field describes the type of course and the content offered, as approved by the UCC. The Schedule Type is meant to reflect the nature of activities required of students, the relationship between students and instructors, and the settings required to deliver the instructional content. If the Schedule Type is incorrect, please get in touch with the Registrar's Office.

Course Delivery Method, also known as Course Modality, is the delivery method for a specific course section and must be assigned Conventional/Hybrid/Web. **Once registration is open, this field is tied to the course CRN and cannot be edited.**

Grade Mode defaults to the parent course.

Part of Term Please select appropriate part of term.

Section Status will default to "Active." If a section should be cancelled, select "Cancelled" from the drop-down. You will then need to remove the Meeting Times and Instructor (if any) before you can save.