

# SETTING UP & CANCELING LABORATORY & DISCUSSION SECTIONS

The creation of discussion and lab sections and linking them to a lecture or seminar is a one or two-part process.

- **If the lecture/seminar has never had discussion sections**, you should update the course proposal form in CIM. See Part I.
- **If the lecture/seminar has already been updated in CIM**, skip to Part II. You might want to check the CIM form to make sure the course is set up for sections.

## **PART I: Update the CIM form to set the course up for discussion sections in WEN.**

1. Log into CIM.
2. Search for the course by entering the subject code and course number in the search box.
3. When you find the course record open it and click on "Edit Course."
4. Near the top of the form, find *Are you adding discussion/lab sections to this course?* and click **Yes**.
5. Fill in the following fields on the CIM form: Effective term, Instructor, and Types of Instruction (Seminar or Lecture & Discussion Section). You don't need to fill out anything else on the CIM form. If you don't remember the name of the instructor, indicate TBD for first and last name, rank, and department.
6. Start workflow. You will be able to add and link the section(s) in WEN the following day.

## **PART II: Offer and Link Sections in WEN**

1. Log into WEN.
2. Select the desired term. Scroll to find your department and double-click to open the course listings. Locate the course for which you want to offer sections. Double-click the title to show a green plus (+) sign on the far right.
3. Click the + sign to open the course record. Update the following 7 fields.
  - Section #: Use capital letters, not numbers. Use A for the first section, B for the second section, etc
  - Section Type: Select Discussion Section
  - Enrollment: Enter 15 for WR sections and 18 for most other sections
  - Wait Cap: The default is 0. To create a waitlist enter a realistic number in this field (we suggest 10 or less)
  - Schedule: Select a standard meeting time from the options
  - Link To: Select **Any Lecture sections** from the drop-down menu

- Comments: This field is optional (could include TF name, whether it is a back-to-back section, justification for non-standard max enrollment)
4. Click **Save Section** to close the editing window.
  5. Repeat steps 3-4 to create any/all additional sections.
  6. After creating all desired sections, open the editing window for the **Lecture course** and update the Link field, select **Any Discussion Section Sections** from the drop-down menu
  7. Click "Save Section" to close the editing window.

**NOTE:** if more discussion/lab sections are needed later, do not repeat Part I. Do repeat the steps in Part II, except steps 6 & 7.

#### CANCELING A DISCUSSION SECTION

- The department or instructor advises students that the section is being canceled and asks them to remove themselves from the section.
- The registrar goes to WEN and updates the section status to canceled (must remove the classroom, meeting time, and change the link to "Not Linked to other sections"). The step where the user changes the link to "Not linked to other sections" allows multiple sections to be canceled even if one is in workflow.
- Submit the change to WEN workflow.
- Cancellation is finalized. Double check after twenty-four hours that it shows as canceled in YCS.
- If students are already registered, URO will be notified of the cancellation and remove them from the sections. Once all students are removed, the course will show as canceled.