

Creating a section for a course that does not appear

1. The courses that initially roll from like term to like term (fall to fall, etc.) will appear on your unit page. If you have a new course just approved or are looking to offer a course that was not offered in the last like term.
2. On your unit page you will select the box at the top right that says “Show courses with no sections”. This will expand the list of courses to include all approved courses for the unit.



Show courses with no sections

3. You will now find the course you want to create a section for and double click it. Then you will click the green plus sign to the right and this will open a window to create a section.

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> LBAR 1210 - Thinking Through the Arts

