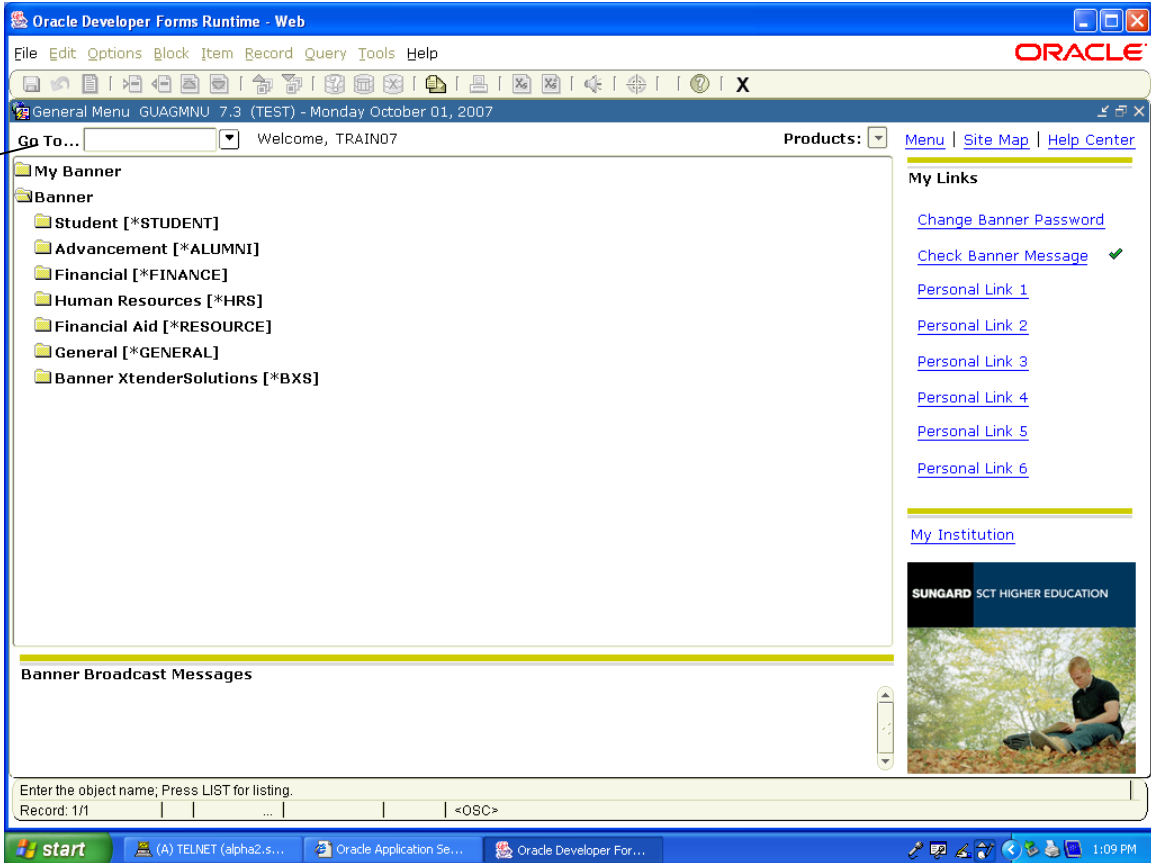


By **Go To** type: SSASECT and press Enter



Type:
SSASECT
PRESS Enter

In the **Term** field type 201010

ADDING A COURSE

In the **CRN** field type 'ADD' if you are adding a course

Click **Next Block**

Fill-in the following information in the **SECTION DETAILS AREA**:

Click on the drop down arrow if you need help with your selection*

SUBJECT

COURSE #

SECTION

CAMPUS

STATUS

SCHEDULE TYPE

INSTRUCTIONAL METHOD

GRADE MODE

SESSION

PART OF TERM

Information on right hand side will automatically populate

PRESS F10 To Save

MAKING A CHANGE TO A COURSE

In the **CRN** field type the **CRN #** if you are making changes

Changes/updates can only be made to the following:

CAMPUS

STATUS

SESSION

The screenshot shows the Oracle Developer Forms Runtime interface for adding a course. The 'Section Details' form is displayed with the following fields and values:

- Term:** 200710 (indicated by a yellow callout: "Type: Current Term")
- CRN:** ADD (indicated by a green callout: "Type: ADD To add a course in the system")
- Subject:** BA Business Administration
- Course Number:** 201
- Section:** 02
- Campus:** Main
- Status:** Active
- Schedule Type:** LEC Lecture
- Instructional Method:** TR Traditional
- Grade Mode:** S Standard Letter
- Session:** D Day
- Part of Term:** 1
- Title:** Legal Environment of Business
- CEU Indicator:** N
- Credit Hours:** 3.000
- Billing Hours:** 3.000
- Contact Hours:** 3.000
- Lecture:** 3.000
- Lab:**
- Other:**
- Link Identifier:**
- Attendance Method:**
- Weekly Contact Hours:**
- Daily Contact Hours:**
- Registration Dates:** First: 16-AUG-2006, Last: 15-DEC-2006
- Start Dates:**
- Maximum Extensions:** 0
- Options:** Long Title, Comments, Syllabus, Print, Voice Response and Self-Service Available, Gradable, CAPP Areas for Prerequisites, Tuition and Fee Waiver

CLICK on Options

Select Section Enrollment Info

In the **Enrollment Details Area**, enter the Maximum number to be enrolled

PRESS F10

