

Jenzabar EX Sections Instructions

I. General

- A. **Always provide the year, term, complete section number, and course title.**
- B. **Boxes may contain check marks or Xs. Do not put data in the boxes.**
- C. **If you are creating a new section, fill in every item, but do not check any of the 'CHG' boxes.**
- D. **If you are making changes to an existing section, in addition to the required information listed in I.A above, put a check mark in the 'CHG' box for the information you are changing, and the information you are changing.**

II. Specific

A. Creating a new section

- 1. **Purpose of Submission:**
 - a) **Check add section to schedule box.**
- 2. **Year:**
 - a) **Fill in Year on the line.**
- 3. **Term:**
 - a) **Fill in Term on the line.**
- 4. **Section Number**
 - a) **Fill in Section Number on the line.**
- 5. **Section Title:**
 - a) **Do not check Chg box.**
 - b) **Fill in Long (35 Char) title on the line. Do not exceed 35 characters.**
(1) Make as succinct as possible.
 - c) **Fill in Short (15 Char) title on the line. Do not exceed 15 characters.**
 - d) **Do not fill in Old Title.**
- 6. **Credit Hours:**
 - a) **Do not check Chg box.**
 - b) **Fill in Credit hours on the line.**
 - c) **'Load hours' is the hours of instructor load assigned for the course. It may not be the same as the credit hours. If you choose to use it, fill in Load hours on the line.**
 - d) **Do not fill in Old credit hours.**
- 7. **Enrollment Information:**
 - a) **Do not check Chg box.**

- b) **Fill in Maximum enrollment on the line.**
 - c) **If a minimum enrollment is required, fill in Minimum enrollment on the line.**
- 8. Dates:**
- a) **Do not check Chg box.**
 - b) **These are the overall dates for the course.**
 - c) **Fill in Begin date on the line.**
 - d) **Fill in End date on the line.**
- 9. Section Note:**
- a) **Do not check Chg box.**
 - b) **Fill in Section Note on the line.**
- 10. Course Detail Records**
- a) **Do not check Chg box.**
 - b) **Circle days class will be in session for this record.**
 - c) **Fill in Begin and End Times for this record.**
 - d) **Fill in Begin and End Dates for this record.**
 - e) **Fill in Instructor for this record.**
 - f) **Fill in Center, Building, and Room for this record.**
 - g) **Check Lead Instr is the lead instructor for this course (the one who signs off for grading).**
 - h) **Put in the percent of load each listed instructor has for this course. The percentages must total to 100.00%**
 - i) **Complete subsequent lines as needed.**
- 11. Suppress Printing in Schedule:**
- a) **Do not check Chg box.**
 - b) **The only courses that may be suppressed are those courses which provide credit by exam credits and courses temporarily placed in the schedule to meet one or two student's needs.**
 - c) **Place a check mark in the appropriate box.**
- 12. Section Charge:**
- a) **Do not check Chg box.**
 - b) **If there is a charge on this section in addition to the per credit charge, fill in Section Charge on the line.**
 - c) **If there is a charge, fill in the Depart/Acct line indicating the account to which this money is to be sent.**
- 13. Alternate Delivery Method:**
- a) **Do Not check Chg box.**

- b) If the course is delivered via some type of electronic media, check the appropriate box.

14. Signatures

- a) Sign your name on the line next to originator. If you are the Department Chair, sign your name on the line next to Department Chair.
- b) Fill in the date on the line next to Date.

B. Changing a Section

1. Purpose of Submission:

- a) Check Section change box.

2. Year:

- a) Fill in Year on the line.

3. Term:

- a) Fill in Term on the line.

4. Section Title:

- a) Check Chg box if you are changing Section Title.
- b) If you are changing the section title, fill in Long (35 Char) on the line. Do not exceed 35 characters.
- c) If you are changing the section title, fill in Short (15 Char) on the line. Do not exceed 15 characters.

5. Credit Hours:

- a) Check Chg box if you are changing Credit Hours.
- b) If you are changing credit hours, fill in Credit yours on the line.
- c) If you are changing load hours, fill in Load hours on the line.
- d) If you are changing credit hours, fill in Old credit hours on the line.

6. Enrollment Information:

- a) Check Chg box if you are changing Enrollment Information.
- b) If you are changing maximum enrollment, fill in Maximum on the line.
- c) If you are changing minimum enrollment, fill in Minimum on the line.

7. Dates:

- a) Check Chg box if you are changing Dates information.
- b) If you are changing the beginning date, fill in Begin on the line.
- c) If you are changing the ending date, fill in End on the line.

8. Section Note:

- a) Check Chg box if you are changing Section Note.
- b) If you are changing the section note, fill in Section Note on the line.

9. Section Detail Records

- a) Check Chg box next to the record you want to change.

- b) If you are changing a detail record, fill in the data on the line that you wish changed.
 - 10. **Suppress Printing in Schedule:**
 - a) Check Chg box if you are changing Suppress Printing in Schedule.
 - b) If you are changing Suppress Printing, select the appropriate box.
 - 11. **Section Charge:**
 - a) Check Chg box if you are changing Section Charge.
 - b) If you are changing the section charge, fill in Section Charge on the line.
 - 12. **Alternate Delivery Method:**
 - a) Check chg box if you are changing Alternate Delivery Method.
 - b) If you are changing the alternate delivery method, check the appropriate box.
 - 13. **Signatures**
 - a) Sign your name on the line next to originator. If you are the Department Chair, sign your name on the line next to Department Chair.
 - b) Fill in the date on the line next to Date.
- C. *Canceling a Section or Removing it from the Schedule***
- 1. **Purpose of Submission:**
 - a) Check Remove section from schedule box.
 - 2. **Year:**
 - a) Fill in Year on the line.
 - 3. **Term:**
 - a) Fill in Term on the line.
 - 4. **Section Title:**
 - a) Do not check Chg box.
 - b) Fill in Long on the line.
 - 5. **Signatures**
 - a) Sign your name on the line next to originator. If you are the Department Chair, sign your name on the line next to Department Chair.
 - b) Fill in the date on the line next to Date.