

quick tips


Section Numbers

Every class will have a manually assigned Section Number. This value will roll from term to term. Routine maintenance is recommended to prevent large gaps building up between section numbers in use. Section numbers can be reused; they just cannot be duplicated within a Subject/Catalog combination. For example, ACCT 103 can only have one Section Number 1 in any given term.


Section numbers are used for reporting purposes to segregate day and evening classes. For this reason, there are valid range numbers to be aware of while assigning Section Numbers to classes:

Section Numbers	Section Numbers	Category	Notes
1-49	100-149	Day	Start time prior to 4:30pm
50-96	150-199	Evening	Start time at or after 4:30pm

 TBA classes must always have a day number

 Single component classes: the Section Number and Class Association number must be the same value.

Tip: While scheduling classes, your **Schedule Build Worksheet** can help you to manage the assignment of section numbers.



Session	Cls Nbr	Sctn	CA	Comprt	Subj	Catalog	Start Dt	End Dt	Mtg #	Mtg Days	St Time	Ed Time	Room	Instructor
F6	50020	1	2	LEC	CHEM	100	6/21/2004	8/2/2004	1	M-TH	8:00	9:50	a	CH-2 Assaderaghi, Farhad
F6	50021	2	2	LAB	CHEM	100	6/21/2004	8/2/2004	1	MW	10:00	1:50	p	S-12 Assaderaghi, Farhad
F6	50022	3	2	LAB	CHEM	100	6/22/2004	7/29/2004	1	TTH	10:00	1:50	p	S-12 Assaderaghi, Farhad
F6	50023	50	2	LEC	CHEM	100	6/21/2004	8/2/2004	1	MW	6:00	9:50	p	CH-1 Birmelin, Michael R
F6	50024	51	2	LAB	CHEM	100	6/22/2004	7/29/2004	1	TTH	6:00	9:50	p	CH-18 Larter, Martin L
F6	50025	1	1	LEC	CHEM	110	6/21/2004	8/2/2004	1	M-TH	8:00	9:50	a	S-7 Zabzdyr, Jennifer L
F6	50026	1	1	LAB	CHEM	110L	6/21/2004	8/2/2004	1	M-TH	10:00	1:50	p	CH-18 Boyajian, David A.

Multiple meeting patterns:


Use a day or evening section number based upon the course's **first** meeting pattern.

Meeting Pattern Order Days: Mon > Tue > Wed > Thu > Fri > Sat > Sun Times: 7:00am > 10:00pm
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Example: A class that meets Fri @ 6:00pm and again Sat @ 9:00am would be assigned an *evening* section number because Friday comes before Saturday in meeting pattern order.

Remember that section numbers:

 are **independent** from class numbers.

 **do not** impact the sort order of classes in the printed class schedule.