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 unless it is connected to an evening component then it would have an evening 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.

Ses	Clss#	Sctn	CA	Cmp	Subj	Cat#	Start Dt	End Dt	M	M	AC	Cont Hrs	TTL Hrs	Pay Hrs	Days	St Time	End Time	Room	Instructor	Camp	Unit	Assg
FUL	30076	2	2	LEC	ASTR	100	01/22/13	05/24/13	1	02	W	47.00	47.00	47.00	MW	09:30: AM	10:50: AM	NS-136	Lane,Mark F	MAIN	3.00	CRC
FUL	30077	3	3	LEC	ASTR	100	01/22/13	05/24/13	1	02	W	47.00	47.00	47.00	MW	11:00: AM	12:20: PM	NS-136	Lane,Mark F	MAIN	3.00	CRC
FUL	30078	4	4	LEC	ASTR	100	01/22/13	05/24/13	1	02	W	50.00	50.00	50.00	TTH	11:00: AM	12:20: PM	NS-136	Pesavento,J	MAIN	3.00	CRC
FUL	30927	5	5	LEC	ASTR	100	01/22/13	05/24/13	1	02	W	47.00	47.00	47.00	MW	08:00: AM	09:20: AM	NS-117	Pesavento,J	MAIN	3.00	CRC
FUL	30928	6	6	LEC	ASTR	100	01/22/13	05/24/13	1	02	W	50.00	50.00	50.00	TTH	08:00: AM	09:20: AM	NS-117	Pesavento,J	MAIN	3.00	CRC
FUL	30764	51	51	LEC	ASTR	100	01/22/13	05/24/13	1	02	W	50.00	50.00	50.00	TUE	06:30: PM	09:20: PM	NS-136	Lane,Mark F	MAIN	3.00	OVL
FUL	30694	1	1	LEC	ASTR	120	01/22/13	05/24/13	1	02	W	47.00	47.00	47.00	MW	12:30: PM	01:50: PM	NS-136	Pesavento,J	MAIN	3.00	CRC

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

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.

FOR MORE INFORMATION, REFER TO THE CLASS SCHEDULING HANDBOOK.