Service Learning Sections
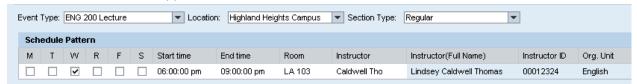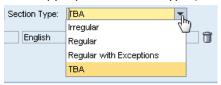
1. Add section on Advanced tab
2. Select appropriate campus
3. Select appropriate session
4. Enter Event Type for first portion (e.g. lecture or online component)
5. Enter Schedule Pattern if applicable

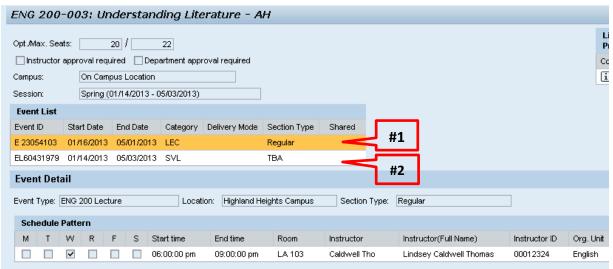| Event Type: | ENG 200 Lecture | Location: | Highland Heights Campus | Section Type: | Regular |

Schedule Pattern

M	T	W	R	F	S	Start time	End time	Room	Instructor	Instructor(Full Name)	Instructor ID	Org. Unit
☐	☐	☑	☐	☐	☐	06:00:00 pm	09:00:00 pm	LA 103	Caldwell Tho	Lindsey Caldwell Thomas	00012324	English

6. Click Add Event

Event List

Event ID	Start Date	End Date	Category	Delivery Mode	Section Type	Shared	
					Regular		🗑

[Add Event] [Add Shared Event]

Event Detail

7. Enter Service Learning Event Type
8. Enter appropriate Section Type (TBA or Irregular)

Section Type:	TBA

English	Irregular
	Regular
	Regular with Exceptions
	TBA

9. Enter Schedule Pattern if required
10. Save

ENG 200-003: Understanding Literature - AH

Opt./Max. Seats: 20 / 22
☐ Instructor approval required   ☐ Department approval required
Campus: On Campus Location
Session: Spring (01/14/2013 - 05/03/2013)

Event List

Event ID	Start Date	End Date	Category	Delivery Mode	Section Type	Shared	
E 23054103	01/16/2013	05/01/2013	LEC		Regular		**#1**
EL60431979	01/14/2013	05/03/2013	SVL		TBA		**#2**

Event Detail

| Event Type: | ENG 200 Lecture | Location: | Highland Heights Campus | Section Type: | Regular |

Schedule Pattern

M	T	W	R	F	S	Start time	End time	Room	Instructor	Instructor(Full Name)	Instructor ID	Org. Unit
☐	☐	☑	☐	☐	☐	06:00:00 pm	09:00:00 pm	LA 103	Caldwell Tho	Lindsey Caldwell Thomas	00012324	English

ENG 200 003 reflects a regular lecture (#1) as well as a TBA service learning component (#2) for spring