Pairing Lectures, Labs, and Problem Sessions in SIS:

Things to remember:
- We’ll continue to use the section number conventions from legacy for lab sections and problem session sections (lab section numbers will be 200-level such as 201, 202, etc. Problem session section numbers will be 400-level such as 401, 402, etc.).
- Each pairing of lecture(s) with labs/problem sessions will need to be grouped into an associated class group.
- Changing data for an associated class group, like the grade method, credit hours, or whether or not to enforce a pre-requisite only effect that particular associated group and the sections existing within that group.
- You will determine, as you create the sections of lecture/lab/problem sessions, which components will be “enrollment” and which will be “non-enrollment,” and also whether or not you’ll use the auto-enroll feature. Auto enroll will automatically enroll a student in the non-enroll component once they register for the enrollment component. Ex.: Student registers for a lab (in this case, this component is set as “enrollment”) from a list of several labs in the schedule. This lab is paired with one lecture (in this case, the lecture is set up as “non-enrollment”) and because you used the auto-enroll option when creating the class, the student will now be automatically enrolled into the lecture section. This is an optional feature in SIS.

Create the lecture section(s):
1. Curr Mgmt>Schedule of Classes>Maintain Schedule of Classes
2. Determine the associated class group that this lecture and its labs will belong to.
3. Determine whether the lab or lecture will be enrollment or non-enrollment. In other words, which component will the students actively choose and register for? Once they register for the enrollment component, they’ll be prompted to register for the non-enroll component that goes with this offering. If the non-enroll component is set as an auto enroll section, then rather than being prompted, they’ll just be automatically registered by the system.
4. Add all remaining detail

Create the lab/and or problem session section(s):
1. Curr Mgmt>Schedule of Classes>Maintain Schedule of Classes
2. Do not use suffix of L or P, but use the appropriate section numbering convention (200 or 400).
3. Set the enroll/non-enroll (will be the opposite of the lecture section)
4. Make sure the lab(s) belongs to the same associated class group as the lecture it is to be paired with.
5. Add all remaining detail

See examples of SIS screens on following pages. Additional information can be found in the SIS Scheduling Training Manual.
In this example, the lecture section is set up as the enrollment section. Students will actively register for it. It belongs to assoc. group #1.
SETTING UP THE LAB SECTION

There are several lab sections. This screen shot shows that lab section 201 is set up as non-enroll. Students will be prompted to choose a lab after registering for the lecture section. This lab goes with lecture section 001. We can tell because it is also in associated class group #1.
USING UPDATE SECTIONS OF A CLASS PAGE TO GET A QUICK VIEW OF YOUR ASSOCIATED CLASS GROUPS. REMEMBER YOU CAN SORT BY CLICKING ON COLUMN HEADINGS.

This screen allows a view of many sections at once. You can verify which sections are grouped together or make changes by adding new associated groups or rearranging your sections into other groups.

Note that we have one lecture and five labs in group 1. The lecture component is “enroll” and all the labs are “non enroll”.

No sections are using the auto enroll feature.
SETTING THE AUTO ENROLL FEATURE

AUTO ENROLL CAN BE SET ON THE UPDATE SECTIONS OF A CLASS SCREEN OR IN MAINTAIN SCHEDULE OF CLASSES (OR SCHEDULE NEW COURSE).

How to set up Auto Enroll for a lecture, lab, AND problem session:

If a problem session section ALSO existed for a class, you could set up auto enroll so that once the student registered for the enrollment component, for example, the lecture section...they would then be automatically enrolled in both the corresponding lab and the corresponding problem session. You would enter the non-enroll lab section number in Auto Enrl 1 field and the non-enroll problem session section number in Auto Enrl 2 field. You may want to consider adding a footnote on the lecture section, to make students aware that they will be auto enrolled into a lab and problem session.