

Select Course-Section (Discipline Maintenance)

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The course-section lookup is used to retrieve a course-section.

Search for a course-section:

You must specify a course before sections are populated.

Sections are listed in order by section number. The period, instructor ID, and instructor name are also displayed. The list can be re-sorted.

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

1. To search for a specific course-section, begin typing the section ID, period, instructor ID, or instructor name in the **Search** field. The list is automatically filtered to display the sections that contain the characters you have typed.
2. When you locate the section you want to retrieve, click the section ID. The lookup closes, and the field is populated with the selected section.

Click **Cancel** to close the lookup without selecting a section.


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