Purpose/Description

Linked courses are courses for which you must register concurrently for sections of the same course. This procedure will allow a combination of a lecture and/or a recitation, and/or a lab section with the same course number.

Create the courses to be linked using Distributive Course Scheduled Procedure - SSASECT

Note: DO NOT ADD WAITLISTING TO LINKED COURSES

Procedure

**Linking course and adding coding:**

**Lecture:** (in this example, this is the credit and fee bearing course)

1. Add link identifier to the course title (in this example L1)
2. Add LE schedule type
3. Fix credit hours (in this case to 2) so credit can be earned and fees can be assessed appropriately
4. Add link identifier, begins with L (in this example L1)
5. Since this is the gradable piece, ensure course will be graded with gradable field checked.
6. On section enrollment tab, updated max enrollment to combined number.
7. Establish meeting days, time, room, and instructor.

- Link course appropriately (in this example the lecture (L1) course is linked to a lab (B1)).
• Since this lecture section has fees, the fees will need to be removed from all lab sections.

Lab:

SSASECT

1. Add link identifier to the course title (in this example B1)
2. Add LB schedule type
3. Fix credit hours (in this case to 0), this is not the credit or fee bearing piece
4. Add link identifier, begins with B (in this example B1)
5. Since this is not the gradable piece, ensure course will be **not** be graded by un-checking the gradable indicator and adding NG to the grade mode field.
6. Since this is not the combined piece, update the section enrollment tab as a single section.
7. Establish meeting days, time, room, and instructor.
• Link course appropriately (in this example the lab (B1) course is linked to a lecture (L1)).

• Since this lecture section has fees, the fees will need to be removed from all lab sections.

Recitation:

SSASECT

1. Add link identifier to the course title (in this example R1)
2. Add RE schedule type
3. Fix credit hours (in this case to 0), this is not the credit or fee bearing piece
4. Add link identifier, begins with R (in this example R1)
5. Since this is not the gradable piece, ensure course will be not be graded by un-checking the gradable indicator and adding NG to the grade mode field.
6. Since this is not the combined piece, update the section enrollment tab as a single section.
7. Establish meeting days, time, room, and instructor.
• Link course appropriately (in this example the lab (R1) course is linked to a lecture (L1)).

• Since the lecture section has fees, the fees will need to be removed from all the recitation sections.

Students and Registration:

Students must register for all pieces of a linked course at the same time on the registration page in the portal. All CRNs must be entered into the worksheet and submitted at the same time.

Add Classes Worksheet

<table>
<thead>
<tr>
<th>CRNs</th>
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Submit Changes  Class Search  Reset

• Each linked piece must contain the same ending number to link properly or the student will receive an error.
  ▪ Example: Lecture L1 must be added with a Lab B1, choosing a B2 section will not work.

• There is a link override that may be used by an instructor or advisor if appropriate.

• A student may register for multiple pieces of linked courses (in error).
  ▪ Example: A student can add the Lecture (L1) and two Labs (B1), they will not receive an error as the system allows for duplicate registration of courses.