

Setting Up a Winter Session – 4 week course

Change the start and end dates on both the basic data tab and the meetings tab to dates of the 4 week winter session.

Section number: 061, 062, 063, etc.

Associated class no. should correspond to above section number: 61, 62, 63

Instruction Mode (search & select):

- “4P” if in-person
- “4O” if on-line
- “4W” if combination of on-line & in-person/hybrid

Add Numbered Note: **#444**