

OFFICE OF THE UNIVERSITY REGISTRAR FACT SHEET

LINKED SECTIONS

I. COURSES

A. Linking Two Sections (One-to-One Link)

1. Update Linked Sections (ULNK) Screen

- a. Departments use the ULNK Screen to link sections. To access this screen enter the section information on the Course Information Menu Screen (see attachment 1). You may enter the section information for either of the two sections that you are linking.
- b. Enter the following data for the second section in the “Linked Sections” area of the screen (see attachment 2).
 - (1) Option (i.e., a = add, d = delete)
 - (2) Dept
 - (3) Crse
 - (4) Sec

<ENTER>
- c. If you access the ULNK Screen for the second section, the information for the first section appears in the “Linked Sections” area (see attachment 3).

2. Update Course Section (USEC) Screen

- a. If a sections are linked, a “Y” will display in the “Link Flag” field (see attachments 4 and 5).
- b. Linking sections automatically generates section remarks for both sections (see attachments 4 and 5).

3. Identifying Linked Sections on the View - Course status (VCST) Screen

When a section is linked, a “Y” will display in the “Lnk” column (see attachment 6).

B. Linking One Lecture to Multiple Labs or Seminars (One-to-Many Link)

Follow the steps below to link one lecture section to multiple lab or seminar sections.

1. Update Course Section (USEC) Screen

The lecture section will be the section with the primary link. Access the USEC and enter “plk” in the “Spcl Enrl” field (see attachment 7).

2. Update Linked Sections (ULNK) Screen

Access the ULNK Screen for the lecture section. Enter the following data for **all** lab or seminar sections to be linked in the “Linked Sections” area of the screen (see attachment 8).

- (1) Option (i.e., a = add, d = delete)
- (2) Dept
- (3) Crse
- (4) Sec

3. Update Course Section (USEC) Screen

- a. If sections are linked, a “Y” will display in the “Link Flag” field (see attachments 9 and 10).
- b. “Spec Enrl” Field
“PLK” will display on the section with the primary link (see attachment 9).
- c. Section Remarks
 - (1) The linking program automatically generates a section remark for the lecture or section (see attachment 9). **The department, however, should enter an additional remark indicating that when students schedule one of the lab or seminar sections, the lecture section will be automatically added to their schedules.**
 - (2) The linking program automatically generates section remarks for the lab or seminar sections (see attachment 10).

4. Identifying Linked Sections on the View - Course status (VCST) Screen

When a section is linked, a “Y” will display in the “Lnk” column (see attachments 11 and 12).

C. The Rules of Linking Sections

1. Sections must be linked before the Registration Schedule of Classes booklet is published.
2. Sections must be linked before students schedule either section.
3. When linking two sections, the enrollment maxima of both sections must be equal.
4. When linking one lecture with multiple labs/seminars, the enrollment maximum of the lecture section must equal the total of the enrollment maxima of the labs/seminars.

5. Except for “PLK,” the special enrollment codes of linked sections must match.
6. Sections with different Responsible Unit Codes can be linked.
7. Sections with different Method of Delivery Codes can be linked.
8. Sections of variable credit courses can be linked.
9. Sections of courses that can be repeated for credit can be linked.
10. Held sections can be linked.
11. Linked sections can be placed on hold.
12. Linked sections can be cancelled.
13. Departments can override students into a full section that is linked
14. With the exception of linking 1000-level courses with 2000-level courses, departments cannot link different levels of courses.
15. Sections of courses with a class type of “11” (Lecture/Lab) cannot be linked.
16. Sections cannot be linked if they create time conflicts.
17. Waitlisted sections cannot be linked.

II. STUDENTS

A. Update-Student Schedule Request (USRQ) Screen

1. Messages will alert users when they add or drop linked sections.
2. If departments link multiple sections of labs/seminars to one lecture section of another course, ***the sections can be added only by adding the lab/seminar.***
3. Department can override students into linked sections.

B. myLSU

When students attempt to add or drop linked sections, a message will display on myLSU course scheduling application that informs students two sections have been added or dropped.