01. Workflow: Scheduling Unit submissions from Design Mode to Refined Mode require review.

This is a required workflow. To move from Design Mode to Refined Mode, each scheduling unit submission must complete this step and workflow.

02. Workflow: Standard Meeting Pattern

Sections should follow uniform time code when meeting in a General Assignment room on campus. Please choose a meeting pattern in line with uniform time code.


03. Warning: Standard Meeting Pattern

This section is not in a General Assignment Room and does not have to follow standard meeting patterns. If you are interested in following uniform time code in your departmental spaces, see the following link: https://registrar.colostate.edu/wp-content/uploads/sites/23/2020/05/Standard_Class_Times.pdf

04. Workflow: Credit Hour Rule:

Registrar must review and approve sections with a schedule type of LE or RC or SM and instructional method 1:

Contact hour minimums are not being met. Please adjust courses with this error to meet for additional time to be in line with contact hours. This rule looks at lectures, recitations, and seminars specifically.

See the guidelines below for help:

- 1 Credit: 50 minutes/week for 16 weeks (100 min/week for 8 weeks)
- 2 Credits: 100 minutes/week for 16 weeks (200 min/week for 8 weeks)
- 3 Credits: 150 minutes/week for 16 weeks (300 min/week for 8 weeks)
- 4 Credits: 200 minutes/week for 16 weeks (400 min/week for 8 weeks)
- 5 Credits: 250 minutes/week for 16 weeks (500 min/week for 8 weeks)
- 6 Credits: 300 minutes/week for 16 weeks (600 min/week for 8 weeks)
- 7 Credits: 350 minutes/week for 16 weeks (700 min/week for 8 weeks)
- 8 Credits: 400 minutes/week for 16 weeks (800 min/week for 8 weeks)

05. Workflow: Credit Hour Rule:

Registrar must review and approve sections with a schedule type of LL and instructional method 1:

Contact hour minimums are not being met. Please adjust courses with this error to meet additional time to be in line with contact hours. This rule looks at labs, recitations, and seminars specifically.

See the guidelines below for help:

- 1 Credit: 50 minutes/week for 16 weeks (100 min/week for 8 weeks)
- 2 Credits: 100 minutes/week for 16 weeks (200 min/week for 8 weeks)
- 3 Credits: 150 minutes/week for 16 weeks (300 min/week for 8 weeks)
- 4 Credits: 200 minutes/week for 16 weeks (400 min/week for 8 weeks)
- 5 Credits: 250 minutes/week for 16 weeks (500 min/week for 8 weeks)
- 6 Credits: 300 minutes/week for 16 weeks (600 min/week for 8 weeks)
- 7 Credits: 350 minutes/week for 16 weeks (700 min/week for 8 weeks)
- 8 Credits: 400 minutes/week for 16 weeks (800 min/week for 8 weeks)

06. Workflow: Entering a comment requires review.

Using the comment feature requires a workflow for Classroom Scheduling Team to review. This is required for any comment added.

07. Error: If enrollment is greater than zero, changes to credit hours not supported.

There are students enrolled in this section. Changes to credit hours are not allowed once students have enrolled.

08. Error: Enrollment >0, changes to the schedule/meeting pattern not supported.

There are students enrolled in this section. Changes to the start of term/days/times are not able to happen once students are enrolled in a section.

09. Error: Enrollment >0, changes to status are not allowed.

There are students enrolled in this section. Cancelling this section is not allowed while students are enrolled.

10. Error: Enrollment >0; part of term can’t change.

There are students enrolled in this section. Making a change to the part of term is not allowed while students are enrolled.

11. Error: Enrollment >0; the section number can’t change.

There are students enrolled in this section. Adjustments to the section numbering is not allowed while students are enrolled.

12. Error: Schedule type ET must have a section number of 0(1)-9(3)-9 and vice versa.

Section uses ET (Education Technology) Schedule Type. This is indicative of a distance delivery course. ET courses require section numbers that begin with a “4” and maintain 3 numerical characters. For example, 401, 402, 403, etc. Please verify your section number is meeting these parameters.

13. Error: Section #[0](1)-[0](9)-[0](9) can be used only with Schedule Type LE, OS, PP, OS, GS, LS, LL, PR, RS, SM, ST, TE, TH.

This is a Warning. Standard Meeting Pattern (OS) is used with LE. Please review LE.

14. Error: Section must be [0]-[0](9)-[0](9) or vice versa when Section Attribute is DK+ and Schedule Type is LE or SM

It looks like you may be creating a Key Section. Only Key Sections (Section Attribute DK+) and Schedule Type of LE or SM can use Section Number 0-0(9)-0(9)

Please review your section numbering and verify it is correct for an Honors Section. Only Honors Sections with Schedule Attribute DH2 and DH3 and Schedule Type HR/LH/HG can use section number 0(0)-0(9)-0(9). Please ensure you have the following Honors attributes selected under section attributes: DH2 and DH3. You will also need an Honors schedule type. If you are not an Honors Section, consider standard section numbering of 001, 002, 003, 004 etc.

15. Error: Section number must be [0]-[0](9)-[0](9) or vice versa when Section Attribute is DHN+ and Schedule Type is not HR or HL

Please review your section numbering and verify it is correct for an Honors Section. Only Honors Sections with Schedule Attribute DHN2 and DHN3 and Schedule Type HR/LH/HG can use section number 0(0)-0(9)-0(9). Please ensure you have the following Honors attributes selected under section attributes: DHN2 and DHN3. You will also need an Honors schedule type. If you are not an Honors Section, consider standard section numbering of 001, 002, 003, 004 etc.

16. Error: Section number must be [0]-[0](9)-[0](9) or vice versa when Section Attribute is DK+ and Schedule Type is LE or SM

It looks like you may be creating a Key Section. Only Key Sections (Section Attribute DK+) and Schedule Type of LE or SM can use Section Number 0-0(9)-0(9)

Please review your section numbering and verify it is correct for an Honors Section. Only Honors Sections with Schedule Attribute DH2 and DH3 and Schedule Type HR/LH/HG can use section number 0(0)-0(9)-0(9). Please ensure you have the following Honors attributes selected under section attributes: DH2 and DH3. You will also need an Honors schedule type. If you are not an Honors Section, consider standard section numbering of 001, 002, 003, 004 etc.

17. Error: Section number must be [0]-[0](9)-[0](9) or vice versa when Section Attribute is DHN+ and Schedule Type is not HR or HL

Please review your section numbering and verify it is correct for an Honors Section. Only Honors Sections with Schedule Attribute DHN2 and DHN3 and Schedule Type HR/LH/HG can use section number 0(0)-0(9)-0(9). Please ensure you have the following Honors attributes selected under section attributes: DHN2 and DHN3. You will also need an Honors schedule type. If you are not an Honors Section, consider standard section numbering of 001, 002, 003, 004 etc.

18. Error: Section number must be [0]-[0](9)-[0](9) or [L](1)-[0](9)-[0](9) when Schedule Type is LL, LS, LL, or LS, LL, LS

Labs require the following section numbering set up and must use schedule type Lab (LL):

- With “L” and then the next numerical option, L01, L02, L03, L04, L05 etc.
- If Lab is for Key, use LK1, LK2, LK3, etc.
- If Lab is for Honors use LH1, LH2, etc.
- If Lab is Online/Distance, use L41, L42, L43, etc.

Adjust Meeting Pattern to fit uniform time code and proceed with a GA room or GA room request, or consider using a departmental space if wanting to offer a course outside of uniform time code.

This is just a warning, so it won’t prevent you from proceeding. This just keeps you aware that you are not in line with uniform time code. This is a good practice to follow. You will be able to see in the system your course for non-GA space, you do not have to abide by this. We share this advice because this can be a student-friendly approach to still follow uniform time code even in non-GA spaces.

This rule is specific to lectures, recitations and seminars. You need to visit the hours per week this course is meeting. Can you add more time or if a shorter part of term, could this be a 16 (AP) week part of term? If you have thought or concern about this, go ahead and fix the course to remedy the error, but also leave us a comment so we can review this.

This rule is specific to labs. You need to visit the hours per week this course is meeting. Can you add more time or if a shorter part of term, could this be a 16 (AP) week part of term? Keep in mind that laboratory sections meet for double the amount of time as lectures, recitations, and seminars, so you may also need to create a meeting time for this course using the user defined meeting pattern option. If you have a thought or concern about this, go ahead and fix the course to remedy the error, but also leave us a comment so we can review this.

Nothing to Resolve: Workflow is required for all scheduling Units.
Labs that use an instructional method of 3 (distance) require a specific lab section numbering: Letter “R” plus “4” plus next numerical number available. For example: R41, R42, R43, R44, etc. This error is in respect to section numbering—creating a standard recitation, verify that the section numbering uses “R” and “4”. For example: R01, R02, R03, etc. This error is happening because you have a course in a GA room, but the enrollment capacity for the course is not sufficient to meet the 67% percent fill requirement for a GA room. This is error is in regards to section numbering. For Key Labs, review that schedule type is LL and choose a section number that is L2, L42, L45, etc. This error is happening because you have a course in a GA room, but the enrollment capacity for the course is not sufficient to meet the 67% percent fill requirement for a GA room. This error is in regards to section numbering. Key Labs, review that schedule type is LL and choose a section number that is L2, L42, L45, etc. This error is typically in respect to lab section numbering. When you create a new section to accomplish your task, you can delete (design mode) or cancel (refine mode) sections you no longer need when you create new ones. You must use one of the following: Mixed-Face-to-Face (2), Distance (3), Independent/Directed Study (5) or Internship/Practica (7).
Warning: Special approval codes DP and IN require an override be provided. Please be aware: Adding Department or Instructor Approval will require the department or instructor to provide each student an override via Avisweb so that they will be able to register in the course.

Error: When linked, 0 credit section must have no special approval. For multi-component courses, the zero credit component (typically lab or recitation) cannot have special approval selected. Please remove the special approval on this component to clear the error. If you have concerns, leave a comment on the component so we can review it for you.

Error: Special approval codes PC, AO, CN, and NR are not allowed for selection. There is special approval on this section that is not a valid choice. Please remove the special approval code, and if you have concerns, leave a comment in the comment box for Classroom Scheduling to review.

Error: Special Approval of ST and no Comment. Adding a Stop Enrollment as special approval requires a comment. This comment visits the Classroom Scheduling Team via workflow. Comment must provide a valid explanation for why the stop enrollment is needed to be reviewed properly.

Error: If credits is 0, grade mode cannot be default value. This section (or component) of a course is 0 credits. 0 credit offerings require a different grade mode. In most cases, this will be lab component = grade mode 2 – lab not graded recitation component = grade mode 3, recitation not graded.

Warning: Multiple Component courses using the optional "or" indicator must be linked and vice versa unless the schedule type is ET.

Warning: Multiple Component courses using the optional "or" indicator must be linked and vice versa unless the schedule type is ET.

Error: Design mode: Multiple Component courses using the optional "or" indicator must be linked and vice versa unless the schedule type is ET.

Error: If course is multi component, when linked, schedule type LL must have 0 credit. A lab that is part of a multi-component course requires a credit value of zero. Please ensure the credit value of this section is 0.

Error: If course is multicomponent, when linked, schedule type LL must select "Lab not graded" for grade mode. This is a linked lab section. Labs that are linked in multi-component courses, require a grade mode of lab not graded. Please select this option from the grade mode drop down. Labs that are not graded also require 0 be selected for the credits.

Error: Specific Courses will have the LL as the graded component, so hours cannot be 0, and grade mode is the default. This is a lab credit bearing lab. This may be different than other labs you have worked with previously. What that means is that the credit value cannot be zero for this lab. Please ensure that the credit value for this lab is not 0 and that you have selected the default grade mode for this lab.

Error: If course is multi component, when linked, schedule type LL must have credits of 0. This is a lab credit bearing lab. This may be different than other labs you have worked with previously. What that means is that the credit value cannot be zero for this lab. Please ensure that the credit value for this lab is not 0 and that you have selected the default grade mode for this lab.

Error: If course is multi component, when linked, schedule type LL must have grade mode of 3. This is a lab credit bearing lab. This may be different than other labs you have worked with previously. What that means is that the credit value cannot be zero for this lab. Please ensure that the credit value for this lab is not 0 and that you have selected the default grade mode for this lab.

Error: If course is multi component, when linked, schedule type LL must have grade mode of 3. This is a lab credit bearing lab. This may be different than other labs you have worked with previously. What that means is that the credit value cannot be zero for this lab. Please ensure that the credit value for this lab is not 0 and that you have selected the default grade mode for this lab.

Error: The Enrollment Maximum must be less than or equal to the Actual Room Maximum. You cannot have a higher enrollment capacity set than a room that a class will have. Please ensure that the enrollment capacity for this course is less than or equal to the room capacity of the intended room.

Error: Cross-list Max cannot exceed room capacity. Cross listed courses have combined enrollment to create the cross-list enrollment maximum. You can view the current cross-list enrollment maximum on the right-hand side of the scheduling form. Please ensure that the cross-list enrollment maximum is less than or equal to the room capacity.

Error: In design mode, the instructor must be blank (Unassigned). Instructors cannot be added in CLSS. Please utilize SCAIT when directed to do so to enter your instructors.

Error: Only sections with a college code of EU and a course number equal to or greater than 500 may use the following attributes: The following attributes can only be selected by the College of Business for graduate courses: FBUG,FUBU,FUNI,FUBF,FUUB,FUUC,FUBS,FUBR.FUR. Please remove this attribute if you don't meet the outlined parameters. If you think there is an error, please leave a comment for us.

This is a warning, so this item will not stop you from proceeding to submit, we are alerting you to the fact that selecting special approval does require additional work on the department and/or instructor to make sure each student is provided with the necessary approvals Please remove the special approval code (Stop Enrollment, Department Approval, or Instructor Approval) from this component of the course. If you have concerns, please go ahead and remove it, but also leave us a comment so that it will route to us for review.

Locate the Special Approval Drop down menu and remove any selection that is currently selected. Only certain options can be selected here, including: Stop Enrollment (ST), Department Approval (DP) and Instructor Approval (IN).

In order to proceed with a Stop Enrollment (ST) you must leave a comment with an explanation for why this is happening. Locate the comment box on the section form, leave a comment in the box and save again to resolve this error.

Nothing to Resolve. Workflow is required for any and all Stop Enrollments placed on sections. The workflow is how CLSS knows to send this to us.

This error is typically in respect to the grade mode of a course. Locate the grade mode drop down box on the section form. In most cases, you will need to select the following: lab component = grade mode 2 – lab not graded recitation component = grade mode 3, recitation not graded.

This is a warning, so this item will not stop you from proceeding. This is a reminder that multiple component courses need to be linked. This is only a warning because when you are creating a multi-component course, you need to be able to make multiple components in order to have something to link to. You may get an error reminder later that you need to return to link your course.

Is your course a multi-component section? Or is there only one component? This error wants you to make sure you have a multicomponent section linked to something, but also that the opposite is true, if you have a single component course, make sure that it is not linked to anything. You would do this by confirming that the Linked To portion of the scheduling form states “Not Linked to Other Sections”.

Is your course a multi-component section? Or is there only one component? This error wants you to make sure you have a multicomponent section linked to something, but also that the opposite is true, if you have a single component course, make sure that it is not linked to anything. You would do this by confirming that the Linked To portion of the scheduling form states “Not Linked to Other Sections”.

This course appears to be a multi-component course and this is the non-credit bearing lab portion of it. Please ensure the credit area reads zero.

This course appears to be linked and is a non credit lab. Labs in these situations require a grade mode of lab is not graded. Please locate the grade mode area of the section form and select “lab is not graded” from the dropdown menu. Please also confirm that credits for this component are set to zero.

This course appears to be linked and is a non credit lab. Labs in these situations require a grade mode of lab is not graded. Please locate the grade mode area of the section form and select “lab is not graded” from the dropdown menu. Please also confirm that credits for this component are set to zero.

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This course appears to be linked and is a non credit lab. Labs in these situations require a grade mode of lab is not graded. Please locate the grade mode area of the section form and select “lab is not graded” from the dropdown menu. Please also confirm that credits for this component are set to zero.
52. Error: Schedule type ET, ER, EL, EE must have an instructional method of 2 or 3.

E Schedule Types (EE, EL, ER, ET) must have instructional method of 2- Mixed Face-to Face or 3- Distance. If this is a new section you are creating, please adjust instructional method to 2 or 3 or change schedule type accordingly. If this section has a preexisting CRN, you must build a new section.

E Schedule Types (EE, EL, ER, ET) must have instructional method of 2- Mixed Face-to Face or 3- Distance. If this is a new section you are creating, please adjust instructional method to 2 or 3 or change schedule type accordingly. If this section has a preexisting CRN, you must build a new section.

53. Error: Subject code SA must use schedule type SA.

Study Abroad courses must utilize schedule type SA (Study Abroad). Please change this accordingly.

54. Error: When section is linked and credits are zero, wait cap enrollment must be 200.

If this section has zero credits, please adjust the wait cap to be 200.

55. Error: When section is linked and credits are not zero, wait cap enrollment must be zero.

If this is because there is only one waitlist even if there is more than one component to a course. If this section has credits, please change the wait cap to 0.

56. Workflow: Part of term values (Colorado State to define) require review.

The part of term that you have selected requires review, this will go via workflow to the Classroom Scheduling Team for review.

57. Workflow: Schedule type SA requires review for new sections or edits to existing ones.

Study Abroad schedule type section require review by the Classroom Scheduling Team via workflow.

58. Error: Part of term must match for sections linked in Fall or Spring terms.

This is a linked section containing multiple components, and the components must have the same part of term (16 weeks, AP part of term). Please change your part of term to be AP (16 weeks). If you think that you need a different part of term for some reason, please still make the change to have both components in AP part of term, this way you can save them, but leave us a comment and explain what you are needing, and we will review this.

59. Error: Credit amount IE8AM cannot edit meeting dates.

This meeting is an exam for a course. This means you cannot edit this meeting time, because this is set by the Academic Classroom Scheduling Team. If you have a question or concern about this, please leave us a comment on the section, or send us an email.

60. Error: Instructional method XVETM may only be used by subject code VM.

The instructional method choice or XVETM is only for use by the VM scheduling unit. If you think you need this instructional method for some reason, please remove XVETM and select another instructional method. Then leave us a comment so we can review your request.

61. Workflow: Edits to sections with attribute restriction ASAK requires review.

The attribute selected ASAK is used to identify specific courses. No matter if this is newly added or was already on a section, the Academic Classroom Scheduling Team reviews these sections to make sure everything looks correct. This workflow is required.

62. Error: Section number must be 001-499, L01-L19, R01-R19, LH1-LH9, LK1-LK9, RK1-RK9, RM1-RM9.

LRX is for a lab section. RRX is for a Recitation section. LH# is for Honors lab/recitation. LR#RRX, for Key Community lab/reciation. 2#R is for Honor's other section. 4XX, for sections with E schedule type. If anything else, use 001-199, 300-399 from the smallest number available.

63. Error: Approved sections, no changes to schedule type.

You cannot change schedule type on a section with an existing CRN. Please create a new section with the schedule type needed or cancel/delete a section if you no longer need it.

64. Error: Select Credit Amount for Multi Component section.

For multi-component courses, credit must be assigned. Please select 0 for non-credit bearing linked section. Select the high number displayed for credit-bearing linked section.

65. Error: Approved Sections, No Change to Instructional Method.

You cannot change Instructional Method on a section with an existing CRN. Please create a new section with the instructional method needed or delete (schedule mode) or cancel (refine mode) a section if you no longer need it.

66. Error: ET Schedule type cannot be linked to other E schedule types.

Schedule Type Code ET (Educational Technology) cannot be linked to anything. This is because this schedule type encompasses all components of a course and must be taught in a distance (online) format. If this is not what you intended, consider changing the schedule type to something different that can be linked. If you wish to use ET (Educational Technology) for a schedule type please also verify that you have chosen the correct instructional method of distance (3).

Schedule Type Code ET (Educational Technology) cannot be linked to anything. This is because this schedule type encompasses all components of a course and must be taught in a distance (online) format. If this is not what you intended, consider changing the schedule type to something different that can be linked. If you wish to use ET (Educational Technology) for a schedule type please also verify that you have chosen the correct instructional method of distance (3).

67. Error: Schedule Type EE cannot be linked to LE or ET, EL to LLET, ET to RC, RT.

Schedule Type EE (Educational Technology) cannot be linked to LE or ET, EL to LLET, ET to RC, RT. This is an error.

Schedule Type EE (Educational Technology) cannot be linked to LE or ET, EL to LLET, ET to RC, RT. This is an error.

68. Error: If section has section attribute of DHM2 then it must also have DHNS.

This is an honors section and requires 2 honors attributes both be added to the section. Please ensure that you have "DHNS" AND "DHM2" in the section attributes selected.

This is an honors section and requires 2 honors attributes both be added to the section. Please ensure that you have "DHNS" AND "DHM2" in the section attributes selected.

69. Error: For specific linked courses, if not Recitation (RC) schedule type, wait cap must be 0.

This is a linked 3 component course. Linked courses with 3 components, must have the waitlist only on the recitation. Please mark the lab and lecture components with "0" for the wait cap and put "200" in the wait cap for the recitation.

This is a linked 3 component course. Linked courses with 3 components, must have the waitlist only on the recitation. Please mark the lab and lecture components with "0" for the wait cap and put "200" in the wait cap for the recitation.

70. Error: If this section has section attribute of DHNS then it must also have DHM2.

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72. Error: If section has section attribute of DHNS then it must also have DHM2.

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74. Error: Schedule Type and Grade Mode do not match.

There is an error with the grade mode. Please review the following: Lectures cannot have "Lab or Recitation is Not Graded" for the grade mode.

There is an error with the grade mode. Please review the following: Lectures cannot have "Lab or Recitation is Not Graded" for the grade mode.

75. Error: DT Schedule type cannot be linked to other E schedule types.

Schedule Type Code ET (Educational Technology) cannot be linked to anything. This is because this schedule type encompasses all components of a course and must be taught in a distance (online) format. If this is not what you intended, consider changing the schedule type to something different that can be linked. If you wish to use ET (Educational Technology) for a schedule type please also verify that you have chosen the correct instructional method of distance (3).

Schedule Type Code ET (Educational Technology) cannot be linked to anything. This is because this schedule type encompasses all components of a course and must be taught in a distance (online) format. If this is not what you intended, consider changing the schedule type to something different that can be linked. If you wish to use ET (Educational Technology) for a schedule type please also verify that you have chosen the correct instructional method of distance (3).

76. Error: Schedule Type EE cannot be linked to LE or ET, EL to LLET, ET to RC, RT.

This is an error.

77. Error: If section has section attribute of DHM2 then it must also have DHNS.

This is an error.

78. Error: If section has section attribute of DHNS then it must also have DHM2.

This is an error.

79. Error: For specific linked courses, if not Recitation (RC) schedule type, wait cap must be 0.

This is an error.
Variable credit courses must remain variable credit due to their nature. Please delete any numerical value in the credit box. Don’t put 0. Just delete anything you have entered. It should then say “# to #”

When you create a NEW linked section for FA/SP terms, you need to make sure to match the part of term. Please select AP (16 weeks) for all components. If you think this wont meet your needs, please still select AP for your part of term so that you can create and save, but then also leave a comment so this will workflow through to us for review and we can determine how to best assist you.

Once you have a CRN assigned you cannot change the part of term associated with a course. You can cancel this section and create a new one with the part of term you need, or leave us a comment on this section and explain the part of term you require, and we will review and help you with the best course of action.

When you create a NEW linked section for FA/SP terms, you need to make sure to match the part of term. Please select AP (16 weeks) for all components. If you think this wont meet your needs, please still select AP for your part of term so that you can create and save, but then also leave a comment so this will workflow through to us for review and we can determine how to best assist you.

Once you have a CRN assigned you cannot change the part of term associated with a course. You can cancel this section and create a new one with the part of term you need, or leave us a comment on this section and explain the part of term you require, and we will review and help you with the best course of action.

This is a linked section containing multiple components, and the components must have the same part of term (8 weeks (AH)). If you are changing the part of term on a LINKED course that already has a CRN please start by creating a new section with the part of term you need. Create new linked sections with the same new part of term you need. All components must have the same part of term.

This is a linked section containing multiple components, and the components must have the same part of term (8 weeks (AH)). If you are changing the part of term on a LINKED course that already has a CRN please start by creating a new section with the part of term you need. Create new linked sections with the same new part of term you need. All components must have the same part of term.

This is a linked section containing multiple components, and the components must have the same part of term (8 weeks (AH)). If you are changing the part of term on a LINKED course that already has a CRN please start by creating a new section with the part of term you need. Create new linked sections with the same new part of term you need. All components must have the same part of term.

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