

Course Scheduling Definitions:

Co-List: Co-Listed courses are courses offered at more than one level (i.e., undergraduate and graduate). They courses carry identical course descriptions in each listing and will have identical course prerequisites.

Corequisites: Corequisite is a course required to be taken simultaneously with another. The co-req should be noted on both courses.

Course number: Used to identify the course. This number cannot be modified but can be inactivated or added in the University's catalog.

Credit Hours: Credit hours students earn by taking the course. This can only be modified at the catalog level unless defining a variable credit hour course.

Cross-List: Cross-Listed course is a course offered under more than one departmental subject code. These courses carry identical course descriptions, pre reqs and are taught in the same room at the same time by the same instructor. This ensures that courses are connected in Blackboard.

CRN: Course reference number. The CRN is used to identify the course and used when students register for courses.

Department Controlled Room: Room owned, supported, and scheduled by a department.

General Purpose Classroom: Classroom scheduled by the Registrar's Office and supported by Facilities.

Instructional Method: Used to identify the modality of a course.

- Blended (BL): Has both an in person and DL (distance learning)/Remote meeting pattern.
- Distance Learning (DL): Has only an online meeting pattern. This can be either OC (off campus) Remote or DL Online.
 - OC Remote: Synchronous online. This is an OC Remote building/room with a specified day/time meeting pattern.
 - OC DL Online: Asynchronous online. This is an OC DL Online building/room without a specified day/time meeting pattern.

Instructor Permit: Permit required by instructors to allow students to register for a course.

Linked: Courses that are required to be taken together. A course link will prompt students to register for a specific course when registering for another. For example, if multiple labs are scheduled, students will be prompted to choose one of the labs when registering for a lecture.

Long Course Title: Appears on the transcript.

Maximum Capacity: The maximum number of students able to register for a course. This should be decided on based on historical enrollment and need as well as classroom capacity. All courses are required to have a capacity.

Meeting Pattern: The days/times that the course is meeting during the term. It is important to follow the standard time blocks and ensure the course is meeting the required number of minutes per term to earn the credit hours.

- The University awards one semester credit hour for a minimum of seven hundred fifty (750) minutes of formalized instruction that requires the student to work a minimum of one thousand five hundred minutes (1500) of out-of-class assignments

Part of Term (POT): The specific part of term a course is meeting.

- Part of Term 1: Full Term, 15 weeks
- Part of Term 8: First Half of Term, 7 weeks
- Part of Term 9: Second Half of Term, 8 weeks
- AL1: First Half of Term for XALI courses, 7 weeks,
- AL2: Second Half of Term for XALI courses, 7 weeks
- AL3: Full Term for XALI courses, 15 weeks
- CB1: Competency Based Education 1, 15 weeks
- CB2: Competency Based Education 2, 13 weeks
- CB3: Competency Based Education 3, 11 weeks
- CB4: Competency Based Education 4, 9 weeks
- CB5: Competency Based Education 5, 7 weeks
- N1: Nursing, 15 weeks
- O: Open Session (Flex) for courses that do not have dates that fall under the above terms, 15 weeks

Prerequisites: Prerequisites can only consist of a course or a test score that is required to be successfully completed before entry into a course.

Registration Restrictions: Registration Restriction is a restriction to a course which prevents students from registering for the course unless they meet the restriction. This is typically an inclusion or exclusion of degree, major, program, college, student attribute, class (FR, SO, JR, SR) and level.

Reserved Seats: Coding used to set aside a certain number of seats for a specific group of students. The students can be identified by level, college, degree, program, class, or attribute.

Schedule Type: The format in which a course is held. This should be accurate for faculty workload purposes.

- Clinical (CL): A clinical laboratory applies only to health technology programs. A clinical is a laboratory section, which meets at a health-related agency facility or a specialized on-campus laboratory/clinical facilities. Clinical laboratory sessions provide a realistic environment for student learning. During a clinical laboratory session, a regular faculty member directly supervises the class. The instructor assigned to teach clinical

laboratory sessions will be a full- or part-time faculty member.

- **Field Experience (FE):** Field experience is planned, paid work activity which relates to an individual student's occupational objectives, such as geology or archaeology, and which is taken in lieu of elective or required courses in his or her program with the permission of a faculty advisor. The experience is coordinated by a faculty member of the college who assists the student in planning the experience, visits the site of the experience for a conference with the student and his or her supervisor at least once during the quarter or semester, and assigns the course grade to the student after the appropriate consultation with the employer or supervisor.
- **Independent/Individual Studies (IS):** Use this category to describe course sections in which a faculty member works with a student or small group of students. Individual Studies may be associated with coursework or with Master's and Doctoral level requirement.
- **Lab (LB):** A laboratory is an educational activity in which students conduct experiments, perfect skills, or practice procedures under the direction of a faculty member.
- **Lecture (LE):** A lecture is formalized instruction, conducted on or off campus, in which the teacher presents an educational experience to students applying any combination of instructional methods such as lecture, directed discussion, demonstration, or the presentation of materials or techniques.
- **Practicum (PR):** A practicum is an on- or off-campus work experience, which is integrated with academic instruction in which the student applies concurrently learned concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who visits the student at least once every two weeks, provides the final grade, and teaches at least one course on the campus.
- **Recitation (RE):** Use this category to describe small breakout groups, which meet in conjunction with a lecture to review exams, discuss issues, address questions, and extend the instruction that occurs in the larger lecture.
- **Seminar (SE):** A seminar is an educational experience, which is less formal than a classroom/lecture/discussion class, in which a relatively small number of students engage in discussions, which are directed by a faculty member in the development and/or review of concepts, which have been or are to be applied to practical situations.
- **Studio (ST):** Studio is used to describe art, music, performance art, and theater courses.

Short Course Title: Limit 30 characters including spaces. Can be modified for special topics courses or to include special designations such as CCP or HON.

Subject Code: Example: ACCT, MIME, BIOL, MATH

Term: The year with the end codes of 10 (spring), 30 (summer), 40 (fall). Example: 202540 is fall of 2025.

Waitlist: The Maximum number is students able to wait for a seat to open in a course. This number is typically 10. 1000-2000 level courses are required to have a waitlist of 10 students.