

# CU 207

# Schedule Development



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# Chapter 1 – Section Screen SECT

SECT has a new look as shown below. All fields are the same, they are just in a different order. This is due to a Colleague update. Please see the old versions of SECT in the examples below for comparison.

The screenshot shows the 'SECT - Sections' screen. The top bar includes 'COMMUNITY COLLEGE' and 'No Active Context'. The menu bar has 'File', 'Options', and 'Help'. The toolbar contains 'Auto-Close Context', 'Save', 'Save All', 'Cancel', and 'Cancel All'. The main form area is titled 'Section :' and contains the following fields:

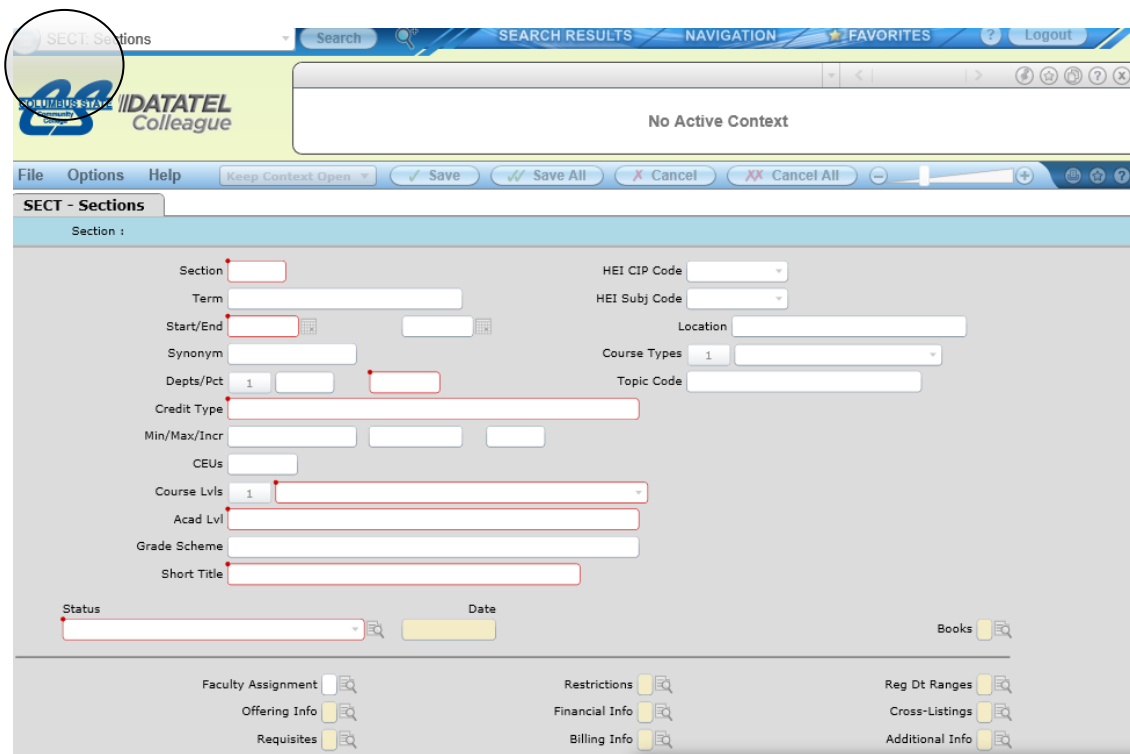
- Section (text input)
- Term (text input)
- Start/End (date pickers)
- Synonym (text input)
- Depts/Pct (text input)
- Credit Type (text input)
- Min/Max/Incr (text inputs)
- CEUs (text input)
- Course Lvl (text input)
- Acad Lvl (text input)
- Grade Scheme (text input)
- Short Title (text input)
- Status (dropdown menu)
- Date (text input)
- HEI CIP Code (text input)
- HEI Subj Code (text input)
- Location (text input)
- Course Types (text input)
- Topic Code (text input)

On the right side, there is a vertical list of links for related information:

- Faculty Assignment
- Offering Info
- Requisites
- Restrictions
- Financial Info
- Billing Info
- Books
- Reg Date Ranges
- Cross-Listings
- Additional Info

Course sections are developed on the underlying Course which is developed in the Curriculum Management office. All credit courses must go through the appropriate curriculum review process to establish the Course. The Program Coordinator in Curriculum Management updates the CRSE screen. Non-credit courses must follow the approval process. The CEWD division develops their own courses.

NOTE: Changes on a course, in most cases, **does not update** on sections already developed. So as curriculum changes are made, Colleague will not necessarily update the sections already developed for future terms.



**Figure 1**

You access the section screen with the mnemonic SECT. Figure 1 displays a blank SECT screen. When you enter the SECT screen you will get a Course Section Look-up box as shown on Figure 2 on the next page. You may enter the term-course-section (e.g. 16AUCR MATH 1050 001) to display that section for that term only on a resolution screen (see page 5 of this chapter for a listing of terms); the term and course (e.g. 16AUCR MATH 1050) to display all sections of that course for that term on a resolution screen; course-section (e.g. MATH 1050 001) to display that section across all terms in which it is offered; or course (e.g. MATH 1050) to display all sections of that course across all terms in which that course is offered.

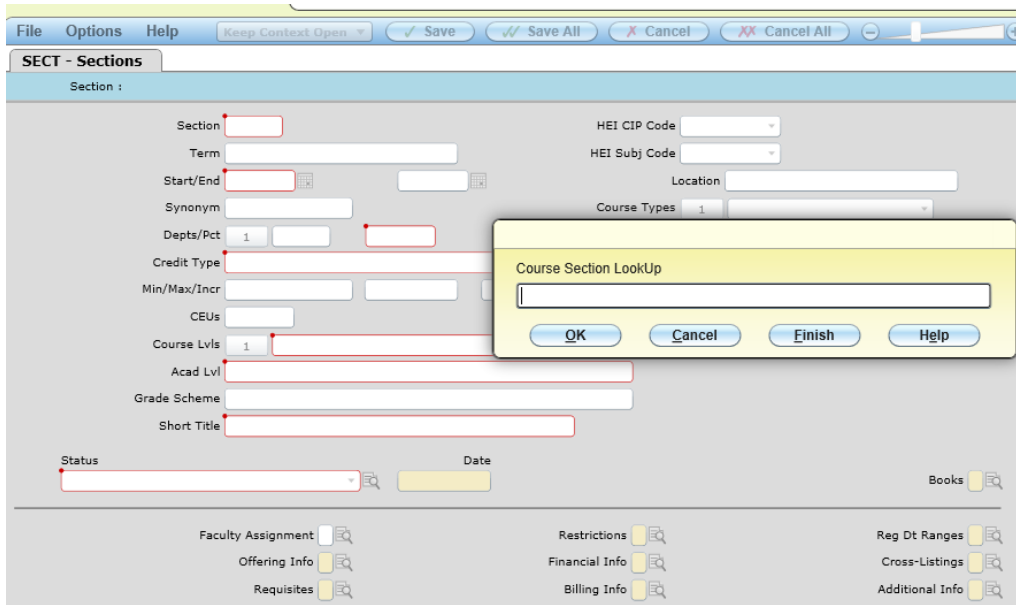


Figure 2

If you get the following message it means there is no section of the course and you may click OK to re-enter the section number or click Add if you want to add a new section.

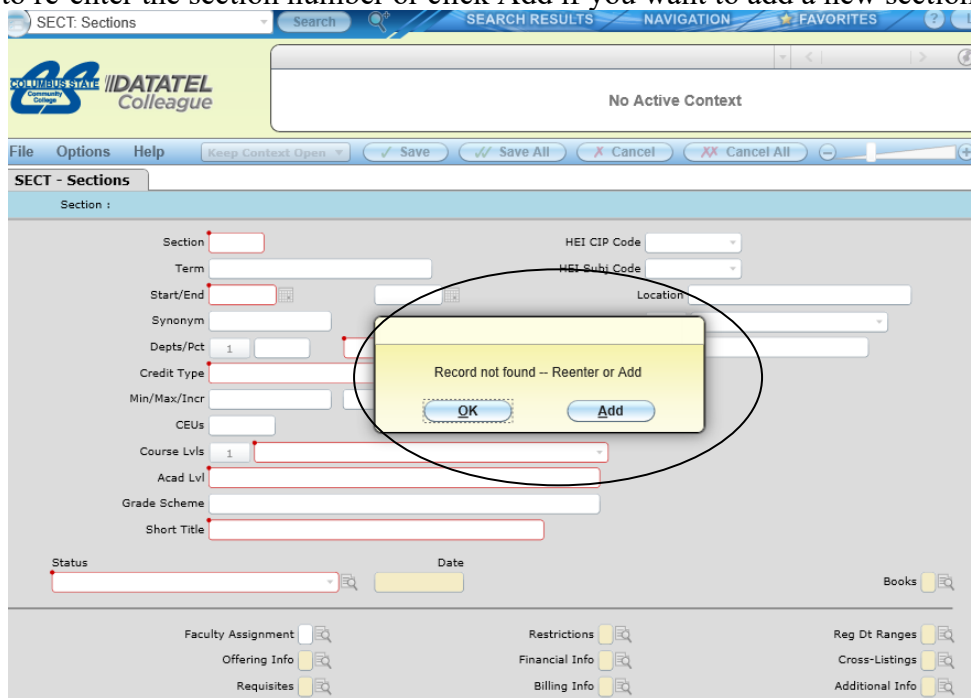


Figure 3  
Section

Enter the course number and section number. The section number is a minimum 3 characters, usually a 3-digit number with exceptions listed below. Section numbers start with 001 and continue chronologically (002, 003, 004, etc.). **Do not reuse section numbers within a semester among various terms** (e.g. do not use section 001 for a full

semester section and section 001 for a first-term section; they must be different section numbers—even if you have canceled a prior section with the same section number.)

Example: HIST 1111 001 (the first section of HIST 1111 offered in a semester)  
HIST 1111 002 (the second section of HIST 1111 offered in a semester)

CSCI 1101 001 (the first section of CSCI 1101 offered in a semester)  
CSCI 1101 002 (the second section of CSCI 1101 offered in a semester)  
CSCI 1101 003 (the third section of CSCI 1101 offered in a semester)

### **Special Delivery Method Identification**

For special delivery methods the section number will be 3 characters – 1 alpha and 2 numeric. These codes will help students identify them as different delivery methods and also allow the College to sort them for the schedule easier. Use the following codes for special delivery methods.

A = Academic Systems (so sections would be A01, A02 and so on for each of the Academic Systems sections offered) (*Currently not in use*)

B = Blended (B01, B02...)\*

C = Computer (C01, C02...)\*

I = Video Conference (I01, I02...)\*

K = Contract (CEWD offering a credit section) (K01, K02...)

L = Lab Mastery (L01, L02...)

R = Recitation (R01, R02...)

S = Self-Paced (S01, S02...)

V = Video-based (V01, V02...)

W = Web-based (W01, W02)\*

The four examples marked with an asterisk are the most common identification methods other than a straight 3 digit number such as 001.

### ***Example***

The first web based ACCT 1211 section would be listed as ***ACCT 1211 W01***; and the second web-based section would be ***ACCT 1211 W02***.

## Special Section Types

To identify special sections of courses for Honors, Service Learning, Going the Distance, HyFlex Offering, Live Online or Block Registration, a single alpha-character is added to the end of the section number using the legend below. Currently, we use only the X designation but others will follow.

B = Block Registration  
F = HyFlex  
H = Honors  
L = Live Online  
S = Service Learning  
X = Cross Listed Section

### *Examples*

1. If section HIST 1111 023 (the 23<sup>rd</sup> section of HIST 1111) is an Honors section, then it will be listed as section:

***HIST 1111 023H.***

2. If section DEV 0155 B01 has an In-Person and Live Online component, then it will be listed as:

***DEV 0155 B01L.***

3. If two sections are to be cross listed the first section will be a normal section number and the second section would be the same section number with an “X” at the end.

***BIO 1100 018***  
***BIO 1100 018X***

4. To cross-list three or more sections, the first section will be the standard section number, the second will have an “X” at the end of the section number; the third and subsequent sections will have “X1”, “X2”, etc.

***BMGT 1111 013*** (primary section)  
***BMGT 1111 013X*** (first cross-listed section)  
***BMGT 1111 013X1*** (second cross-listed section)  
***BMGT 1111 013X2*** (third cross-listed section)

To identify off-campus sections, the numeric-character placed at the beginning of the section number corresponds with the assigned location codes:

### *Example*

If a third section of HIST 1111 is created for Dublin regional learning center, it will be listed as section:

## *HIST 1111 203*

### **Combining Special Delivery and Special Sections Types**

If a section has both a special delivery method identified above (Academic System, Blended Course, Computer, etc), and is a special section (Block Registration, Going the Distance, etc.) then the section will have an alpha-character to start the section and an alpha character to end the section number.

#### *Example*

1. If the first section of BMGT 1111 was web-based (special delivery method) *and* was an Honors Section (Special Section-type) the section identifier would be

*BMGT 1111 W01H*

### **Term**

This is the term the section will be offered and ties to billing and transcribing functions. It is of the form YYSSTTT (numeric year, 2 character alpha semester, and then 3 characters Academic Level)

<u>YY</u>	<u>SS</u>	<u>Academic Level</u>
13 = 2013	SP = Spring	CR –Credit
14 = 2014	SU = Summer	NC – Non-Credit (CEWD)
Etc.	AU = Autumn	

### **Example**

13AUCR would be the identifier for credit course sections for Autumn 2013; 13AUNC would be the identifier for non-credit course sections for Autumn 2013.

If no term is listed on a newly created section, a term must be entered. When the term is entered the Start and End Dates will automatically default based on the established term dates. These dates show on the student schedule.

### **Start/End**

These dates populate from the Term that was entered. They may be changed to accommodate short term and flexibly scheduled sections only.

NOTE: For short term class sections and NC (non-credit offerings) the default start and end dates will not reflect the appropriate short term start and end dates. **THESE DATES MUST** be adjusted for these sections, as appropriate, to identify their actual start and end dates.



Please see the Short Term Course Formula for start and end dates for short-term credit sections.

**Synonym** – this is the registration number

Automatically defaults when the section is first created

**Depts/Pct** – Departments and Percent – lists the department responsible for the course

Automatically defaults from the course.

**Credit Type**

Defaults from the course; CR = Credit, NC = Non-credit

**Min/Max/Incr**

The minimum, maximum and increments for credit hours: This field defaults from the course. For courses offered for a specific number of credits only the minimum credits field is defaulted. (Do not alter those—only variable credit courses!)

If this is a ***variable credit section***, enter the number of credit hours this section is worth in the Minimum credits field and delete the Maximum and Incremental credits. Caution: If you leave both minimum and maximum credits in the field, the student may register for the section for any amount of credit in between the minimum and maximum based on the credit ***increment*** established. **NOTE: once you create a variable credit section, place it on Pending status and call the Curriculum Management office with the correct number of credit hours the student will earn. Do NOT place on Active status until directed to do so by the Curriculum Management office!**

**CEUs**

If a non-credit course has been approved to award CEU's (continuing education units) then this field will be populated from the Course set up screen.

**Course Levels** – Course Level

Defaults from Course

**Acad Lvl**

Academic Level; defaults from the Course – UGRD (Credit) or CEWD (non-credit)

**Grade Scheme**

Grading scheme to be used for this section; defaults from the course – UGRD (credit) or CEWD (non-credit). If a non-credit course is not to be graded then this field may be left blank. If a code is entered in this field, Colleague expects grades to be issued.

### Short Title

Short course title that will display on the student schedule and the transcript; this defaults from the course and may be changed at the section level. This area is limited to 26 characters. If there are specific capitalizations that must be maintained, enter an equal sign at the start of the new title. (Ex: enter as “=IEP OverView” if you want IEP and the “O” and “V” to be capitalized. This will allow the section to be displayed on the schedule of classes, the student schedule, and the transcript as “IEP OverView”)

NOTE: For Special Topics sections the short title should be changed to reflect the content covered and thus allow more specificity for the class schedule and transcript. The short title should be in the form: “=SPT: [section title to reflect course content]” such as below:

*DANC 1294 SPT: South Amer Dance Origins or  
ENGL-1100 001H H – Composition I*

### Status

The status of this section;

A – Active; if you wish to allow registration in this section

P – Pending; if you do not want students to be able to register for a section immediately

Note: If you wish to see if other sections developed for the same days/times fill first, then use the Pending code on the section. A section with Pending Status will not appear on the WebAdvisor search functions. **Do not place sections on Pending status if students are registered.**

H – Hold for cancellation; used for classes you wish to cancel (these sections will be cancelled on a regular basis by Curriculum Management)

**NOTE: Under no circumstances are you to place a class on Cancelled status. Please place the section on Hold for Cancellation status and the Curriculum Management office will complete the cancellation process.**

### HEI CIP Code

CIP Code (Classification of Instructional Program Codes); defaults from the course

### HEI Subject Code

Subject code from CIP list; defaults from the course

**Location** (used for credit Regional Learning Center, Delaware Campus, Dual Enrollment, and APPL sections primarily; and on all Non-Credit sections for HEI reporting purposes)

Credit Course Section: The location the section will be offered. The location is displayed on the Registration Section resolution screen and Web Advisor search. This may also be used in section look-up criteria on various reports. If the section is offered on main campus then leave blank. If a credit section for adults is offered at an off-campus location then the Regional Learning Center office or Delaware Campus office will enter the location from the list below:

CC – Delaware Area Career Ctr N	JW – New Albany Jewish Comm Ctr
DB – Dublin Center	ML – Marysville Center
DW – Delaware Campus	PC – Pickaway County
DS – Delaware Area Career Ctr S	RB – Reynoldsburg E. Livingston
ET – Electrical Trades Center	SW – Southwest Center-Bolton
GC – Southwest Center at Grove City	TC – Tolles Center
GH – Gahanna Center-Clark Hall	WV – Westerville Center

**NOTE: There are many more locations and new versions of the document are available from the Curriculum Management office. However, only the Regional Learning Center, Delaware Campus, and Dual Enrollment personnel create sections outside the main campus. Call those offices for further information.**

Non-Credit Course Sections:

11 - CHAMPAIGN COUNTY	42 - KNOX COUNTY
12 - CLARK COUNTY	45 - LICKING COUNTY
21 - DELAWARE COUNTY	46 - LOGAN COUNTY
23 - FAIRFIELD COUNTY	49 - MADISON COUNTY
24 - FAYETTE COUNTY	51 - MARION COUNTY
25 - FRANKLIN COUNTY	59 - MORROW COUNTY
29 - GREENE COUNTY	65 - PICKAWAY COUNTY
33 - HARDIN COUNTY	80 - UNION COUNTY

## Course Types

This field is used to identify the term for short-term courses. The following codes are used:

16WK – Full Term  
1<sup>ST</sup>8WK – First 8-Week term  
2<sup>ND</sup>8WK – Second 8-Week Term  
1<sup>ST</sup>5WK – First 5-Week Term  
2<sup>ND</sup>5WK – Second 5-Week term  
3<sup>RD</sup>WK – Third 5-Week Term  
11WK – Summer session only-Full 11week term  
FLEX – Other flexibly scheduled

Do not choose any other options for semester sections.

The majority of the sections are scheduled as 16WK – Full Term.

A table listing the start and end dates for the terms, other than full-term, will be provided each semester for section scheduling purposes. See the Short Term Course Formula for a list of start and end dates for a specific term.

**NOTE:** If you change the start and/or end dates for a section, then you must update the registration dates on SGRD. It is most important that the SGRD dates be correct and follow the formula provided in the Short Term Course Formula. Note that the preregistration start date rarely changes from the default date.

## Subsidy Code

The subsidy level identified for the course for HEI reporting to the Ohio Board of Regents; defaults from the Course.

SECT - Sections

Section : CHEM-1113-002

Section: 002

Term: 13AUCR Autumn Semest

Start/End: 08/21/13 12/07/13

Synonym: 57601

Depts/Pct: 1 BPS B 100.00

Credit Type: CR Credit

Min/Max/Incr: 4.00000

CEUs:

Course Lvl: 1 NA Not Applicable

Acad Lvl: UGRD Undergraduate Level

Grade Scheme: UGRD Undergraduate Level

Short Title: Elements Organic/Biochem

Status: A Active

Date: 01/07/13

Books

Faculty Assignment X

Offering Info X

Requisites X

Restrictions X

Financial Info

Billing Info X

Reg Dt Ranges

Cross-Listings

Additional Info

Figure 4

The next step is to enter actual times, days, etc. into the SOFF screen. The SOFF screen is accessed by drilling down on the icon to the right of Offering Info.

## Chapter 2 – Section Offering Info – SOFF

Figure 5

### Instructor Method

Instructional method; defaults from the course. This can be changed for Web, Independent Study and Blended sections but the ratio of Credit Hours to Contact Hours must be retained. NOTE: Once you click on Sect Type within the Schedule Print Times area (to the right of  in middle section) the first method will appear automatically. Once completed, click into the second group of lines and any second Instr Method code from above will display. In order to display a particular code in the Schedule Print Times it must be listed in the Instr Method area above.

### Inst Ld

Instructor Load; this is the total contact hours assigned to this instructional method; defaults from the course. You may have to insert load options if an instructional method changes. Any changes made here affect the FASC screen.

**Contact hours**  
**Contact Measure**  
**Clock Hrs**

} DO NOT USE

**These items are discussed in detail at Faculty Information training.**

## **Schedule Print Times**

The information within this box is the information that will print in the schedule of classes, on the student schedule and listed on section look-up screens. If you do not have information in this area, the section will not be displayed on the College web site. See notes above as how to make entries in this area.

## **Section Type**

Instructional method; defaulted from instructional methods listed at the top of the screen; can be revised to accommodate alternative instructional methods being offered at different days and times during the week or if a section is being offered as a Web class.

## **Bldg**

This refers to the building where this instructional method will be held. You may assign a building for the lecture and lab component of a class if the department has been given priority assignment rights for those rooms. Central Scheduling personnel will enter buildings and rooms for all other lecture or lab components. If you add a building to a course, you must enter a room number. The building codes are two-digit codes. Enter ... to view all options.

## **Room**

This is the room within the building assigned to this particular Instructional Method. Again, this may only be assigned if it is a room that has been assigned to a department. If a room is to be entered, a building must be entered first.

## **Start Time**

This is the starting time for this instructional method for the days reflected at the far right side of this line. In the majority of cases, this is the full length of the term. When creating a blended section, there may be lines that reflect only one day or a range of dates shorter than the term of the class. This is an opportunity to enter days that may begin at alternative times.

## **End Time**

This reflects the end time for this instructional method for the days to be entered.

NOTE: Start and end times may be entered in military time and Colleague will change it to correct AM or PM times. If you enter time as 9:00: the system assumes it is 9:00 AM. If the start or end time is PM either use military time or enter the start time with PM after the time. For example if a class is scheduled for 1PM to 1:50PM, then you may enter 13 (military time) or 1PM for the start time, and 13:50 (military time) or 1:50PM for the end time. If you enter a single number without the colon, the system assumes it is the start of the hour (enter 3 and Colleague adjusts it to **3:00AM**).

## Days of Week

Enter the days of the week in which this instructional method will be offered at this time.

M = Monday	F = Friday
T = Tuesday	S = Saturday
W = Wednesday	SU = Sunday
TH = Thursday	

Days can be combined in one line. For example, if a class meets the **same time** Monday through Thursday, then the Days may be entered MTWTH. If a class meets the same time on Saturday and Sunday these may be enter SSU. A Monday, Wednesday, Friday Section would be listed as MWF. A Tuesday/Thursday section would be listed as TTH.

## Start Date

The start date for this instructional method for these days and time is defaulted from the term start date. If the start date for this instructional method is different than the term start date, enter the new starting date. Remember, this prints on the schedule. Enter as MMDDYY (Colleague will add the / between month, day and year). 011314 will be converted to 01/13/14 for January 13, 2014.

## End Date

The end date for this instructional method for these days and times is defaulted from the term end date. If the end date for this instructional method for these days and times is different than the term end date, enter the new end date. Remember, this prints on the schedule. Enter as MMDDYY (Colleague will add the / between month, day and year). 070314 will be converted to 07/03/14 for July 3, 2014.

## Inst Delivery

This field is the instructional delivery method for alternative delivery methods. The codes include:

IT	Interactive TV	CL	Computer Lab
CC	Cablecast	OT	Other*
VI	Video	NO	None of the above*
EM	E-mail	UK	Unknown*
WE	World Wide Web*		

The four marked with asterisks are the most common Instructional Delivery methods used.

## Rebuild Meeting Dates

Enter YES; this will allow the system to check for conflicts with rooms and times in the master schedule as well as provide the actual dates the class will meet during a term (excluding holidays). You may detail on Actual Meeting Times to view the dates the

class meets. You must enter Yes every time you make a change to a line in this Schedule Print Times area.

**Number of Weeks**

Not Used

**Schedule Type**

Not Used

**Fac Comm Cd/Stat**

Faculty Communication Code and Status; if communication (letter/e-mail) has been set up for this and the code for this communication is entered in this field, the faculty assigned to this section will be notified if anything changes on this offering screen.

**Stu Comm Cd/Stat**

Student Communication Code and Status; if communication (letter/e-mail) has been set up for this and the code is entered in this field, the students enrolled in this section will be notified when anything changes on this offering screen.

To save your changes, click on the Save button and then the Update button. This will take you back to the SECT screen.

From the SECT screen, SREQ is access by drilling down on Requisites at the bottom of the SECT screen.



## Chapter 3 – Section Requisites SREQ

Section Requisites include any prerequisites and concurrent courses and non-courses that must be met to register for a section..

SECT - Sections		SREQ - Section Requisites			
Section :	CHEM-2255-001	Term :	13AUCR	Status :	Active
Title :	Organic Chemistry Lab II	Synonym :	57649	Status Date :	01/07/13
Course Prerequisites					
1	Take CHEM-2254;				
2					
3					
Corequisite Course					
1	CHEM-2252	Required	<input checked="" type="checkbox"/>		
2		Required	<input type="checkbox"/>		
3		Required	<input type="checkbox"/>		
Corequisite Section					
1		Required	<input type="checkbox"/>		
2		Required	<input type="checkbox"/>		
3		Required	<input type="checkbox"/>		
Corequisite Noncourse					
1		Required	<input type="checkbox"/>		
2		Required	<input type="checkbox"/>		
3		Required	<input type="checkbox"/>		
Controller Course Prerequisites					
Value 1/1					

### Course Prerequisites

Prerequisite information defaults from the course (CRSE) and in most instances may not be changed. Those who build sections can view the prerequisite but in order to make a change at the section level, please contact Candice in Curriculum Management. Prerequisites within Colleague may only be active CSCC courses or, on a more limited basis, rules.

### Corequisite Course, Section and Noncourse

Corequisite Course, Section and/or Non-course are concurrents to be taken with a specific section and default from the course. Co-requisites may be entered or removed from a section on this screen. All co-requisites may be required or recommended. If a corequisite were required then the Required field will display. If a corequisite is recommended, then the corequisite will display as Recommended. **It is now possible to set requisites and corequisites as Previously or Concurrently. Contact Curriculum Management for more guidance on that option.**

**Corequisite Courses** may only be active CSCC courses. If properly set up, this field does look at the student transcript to see if the course has previously been completed at CSCC.

**Corequisite Sections** – used when there are specific sections of a course that must be taken with this section (for example, if a lab has a different course number and a specific section of the lab goes with a specific lecture section, then the lecture section and lab section may be set-up as required corequisites). Corequisite Sections may only be active sections of CSCC courses being offered in that semester. Enter the full section number including subject, number, and section (such as CHEM 1111 001)

**Corequisite noncourses** may include items such as licensure, certification, and other requirements other than CSCC courses and/or sections. These items must have a Colleague code developed to be entered in this area and the information must be collected and entered on the student record for this to be valid. To view the list of all Corequisite Noncourses enter ... in this field and press enter. You may then select from one of the established Noncourses.

Once all desired changes have been made to these screen, click the Save button and the Update button to return to the SECT screen and to save your SREQ changes. If the section is complete, you must use the Save and Update buttons to save all changes made to this section.

Click on Restrictions at the bottom of the SECT screen to access the SRES screen.

**NOTE: There are new Requisite screens and new options. Contact the Curriculum Management team for further guidance and discussion of options.**

## Chapter 4 – Section Restrictions SRES

Section restrictions allow you to enter seating capacity, rules (GPA, tech restrictions, etc.), and Instructor Consent limitations. Restrictions may pull from the course by default or can be altered on specific sections.

The screenshot shows the 'SRES - Section Restrictions' form for section NURS-1130-W01. The form includes fields for Section Capacity (15), Schedule Capacity, Minimum Enrollment (7), Reg Restrictions (1), Other Restrictions (1), Reg Retake Policy, Equipment/Quantity (1), Supplies (1), Room Characteristics (1), Room Types (1), Instructor Consent (No), Petition Required (No), Allow Audit (Yes), Only Pass/No Pass (No), Allow Pass/No Pass (No), Allow Waitlist (No), Waitlist Maximum, Waitlist Rating, Waitlist Enroll No Days, Waitlist Mult Sections (No), and Cross-Listing. A red circle highlights the Reg Restrictions field, which contains the text 'CUXNURS Admitted to NURS program ('.

### Section Capacity

This indicates the maximum number of students who may register for this section. It defaults from the underlying master course (CRSE) and it may be changed when a section is created or modified.

### Schedule Capacity

Used to assign rooms for Schedule 25; DO NOT USE

### Minimum Enrollment

This is the minimum capacity for the course and it defaults from the Section Capacity. This value may be changed but may not be larger than the Section Capacity.

### Reg Restrictions

Registration Restrictions – These are the rules that will prohibit students from registering for the class. If one of the rules is not passed the student will be denied registration into

the class. Rules include tech restrictions, GPA requirements, minimum credit hours required, and health records requirements. These rules default from the underlying master course and rules may be added or deleted. The rules themselves, however, may not be changed.

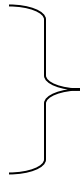
**Other Restrictions**

Not Used

**Reg Retake Policy**

Registration Retake Policy – how many times may a student register for this class; UGRD (unlimited for credit courses) and CEWD (unlimited for non-credit courses) are the valid values; defaults from the course and may not be changed.

**Equipment  
Supplies  
Room Characteristics  
Room Types**



**NOT USED**

**Instructor Consent**

Is instructor consent required (a written or electronic signature) to register for this course? Yes or No; defaults from the course but may be changed on individual sections..

**Petition Required**

Is a petition required to register for this section? Yes or No; a petition includes more than just a faculty signature; it may include a written learning contract (such as an independent study section) or additional documentation to be turned in prior to registration. This defaults from the course and may be changed. Petitions are approved electronically.

**Allow Audit**

May this section be audited? Yes or No; this defaults from the course and may be changed at the section level. Most courses, and therefore most sections, may be audited by students so the default is generally set to Yes.

**Only Pass/No Pass**

Is this section set-up as a Pass/No Pass grading? Yes or No. This defaults from the course and may be changed on a section. The College has very few courses/sections that are graded Satisfactory/Unsatisfactory (MULT 1020 is an example). If a course is set up for Only Pass/No Pass = No, then the sections should be set to NO.

**Allow Waitlist**

Currently, this option is not being used.

### **Waitlist Maximum**

Currently, this option is not being used.

### **Waitlist Rating**

Currently, this option is not being used.

### **Cross Listings**

If this section is Cross Listed with one or more other sections, an “X” will appear in this box and you may drill down to the detail to see the cross listing(s) by clicking on the arrow. This will take you to the SXRF screen to review which sections are currently cross-listed or you may add a section to be cross listed. Please call the Curriculum Management office for assistance if you are creating cross-listed sections. A document is available for guidance.

**NOTE:** To add a section to be cross listed, the second section must be developed.

Once all desired changes have been made to these screen, click the Save button and the Update buttons to return to the SECT screen and to save your SRES changes. If the section is complete, you must use the Save and Update buttons to save all changes made to this section.

## APPENDIX SECTION TYPES

**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 audio-visual materials or techniques.

**Live Online (LO):** Live Online sections will have a component of the course where the students and faculty member meet synchronously online for delivery of portions of the course content. The students are required to be online, realtime, with the faculty member and other students during the designated days and times listed on the schedule to engage in Instructor led: discussions, Q & A sessions, lectures, demonstrations, small group activities, etc. Students will be required to complete other learning outside of the designated meeting times to master all other class content. The faculty member assigned to each section will determine and adjust the instruction of the section and will communicate the information to the students at the beginning of the semester. These sections will have the days and times displayed on the schedule along with a label of “Live Online” and an LO Instructional line. Used for Distance Offered sections, Web and Blended only.

**Discussion (DI):** Used most often in conjunction with a lab to describe an instructional format in which the observations made in the lab are further discussed. This may be a formal class in which discussion, rather than lecture, is the pedagogical structure.

**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 discussion which is directed by a faculty member in the development and/or review of concepts which have been or are to be applied to practical situations.

**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.

**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.

**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 in lieu of on campus laboratory 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.

**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 each two weeks, provides the final grade, and teaches at least one course on the campus.

**Field Experience (FE):** Field experience is a 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/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/her supervisor at least once during the semester, and assigns the course grade to the student after the appropriate consultation with the employer/supervisor.

**Studio (ST):** Studio is used to describe music, performance art and theater courses.

**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 Masters and Doctoral level requirements.

**Tutorial (TU):** Use this category if individuals or groups of individuals are tutored by a faculty member or qualified individual.

**Self-paced (SP):** Use this category if individuals in a course may progress at their own pace. Include independent learning.

**Other (OT):** Use this category to indicate types of course sections that are not described by the above categories.

## Instructional Delivery Methods

**Technology in Instructional Delivery:** More than one of the following categories may be used in reporting the faculty member's relationship to the course section. The reported categories should represent ways in which the curricular content is presented by faculty or incorporated in the learning experience offered by the course section.

**Interactive TV (IT):** The use of live TV for transmitting course content to other locations outside the classroom and for facilitation discussion among participants at remote sites.

**Cablecast (CC):** A cable television broadcast available at the scheduled meeting time of the class, enabling participation in discussions via telephone from home and other locations outside the classroom. Instructors are frequently available by telephone or in person for consultation.

**Video (VI):** The use of pre-recorded video as part of the course section's offerings.

**E-mail (EM):** The use of e-mail in communicating curricular content or providing written exchanges among students and faculty members associated with the course section.

**World Wide Web (WE):** The use of the Web to present course-related materials and links to supplementary sites.

**Computer Lab (CL):** Use this category for computer-based instruction and the assignment of computer lab time for the preparation of course papers, projects, and other submission requirements.

**Other Technology (OT):** Use this category to indicate other technologies such as overhead projectors, chalkboards, slide projectors, maps and charts, etc., which may not be considered as emerging technologies.

**None of the Above (NO):** Use this category to report emerging technologies that are not described in the aforementioned categories.

**Unknown (UK):** Use this category only if the technology used in the course section is not known at the time of reporting.