

Catalog information (such as the title and description) does not change each time the course is offered. Schedule information is associated with a particular offering in a given term, such as dates and times, enrollments, assigned faculty, etc. Some course information is maintained in the Catalog, (prerequisites, restrictions) so it is in place every time the course is offered but can be changed in the Schedule with different offerings of the course. For example, a course typically may be offered on campus in lecture format, but a particular section may be offered in distance format. This information is described under Catalog, below. It is preferred to maintain such information in the Catalog to assure consistency.

- 0001-0999 Pre-collegiate remedial or continuing education
- 1000-1999 Undergraduate (lower division)
- 2000-2999 Advanced undergraduate (upper division)
- 3000-3999 Advanced undergraduate and Graduate
- 4000-5999 Graduate
- 6000-6999 Doctoral
- 7000-8999 Unassigned
- 9000-9999 Reserved for system use

CHEM, FREN, MKTG) and should equate to Department of Education Classifications of Institutional Programs (CIP codes): <http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55> Subject codes appear on transcripts and are used for external audiences. Thus, they should be understandable in their abbreviated format to the best degree possible. Subject codes in Banner should not be used to differentiate programs or for internal budgeting purposes. The web-based bulletin and schedule of classes are organized by subject code.

Course number differentiates the level of a course. The following system is used:

for variable credit sections, the lowest available credit hours appears in the Schedule of Classes and is the default number of credits when a student registers. Students may change the credit hours in web registration or contact the Office of the Registrar. The Schedule of Classes displays the credit hour range allowed for a student number. 4.2



departments. Independent studies and similar courses will have a section number of zero (0). Zero sections are created and reserved for the use of the Office of the Registrar only, and should not have students registered in them. Additional sections will be built from the 0 section when students bring in the required paperwork for an independent study, or similar, course.

Maximum Enrollment. Do not leave blank courses submitted with blanks or zeros will be assigned a maximum enrollment of 0 and will not receive a room assignment

Waitlists: A waitlist of 99 will be automatically established for any sections using the following schedule types: Online/Distance, Lecture, Combined/Hybrid Methodologies and Seminar. Waitlists cannot be established for sections utilize links or are cross-listed. Daniels College of Business is currently excluded from the automated waitlist process.

Approvals. Special approvals may be required for a student to register for a course. Faculty may grant approval for a particular student to register for a course. Faculty Resources on MyDU. The following approval types are available:

- AD – Advisor
- DE – Dean
- DP – Department
- DS – Daniels Student Services
- ED – Editor (College of Law)
- IN – Instructor
- IO – Internship Office
- IS – Independent Study Form
- SA – Study Abroad
- SP – Interterm Travel

“IS” approval codes are automatically placed on all independent study and research courses.

Reserved Seats Seats in a section may be reserved for certain groups of students. Reservations can be defined using level codes (e.g., graduate college codes, field of study codes (e.g., major), class codes (e.g., sophomore) and more. Seats reserved for specific fields of study must be specified for each field of study code allowed. E.g., biochemistry is different from chemistry. Reserved seats must be set up through the Registrar’s Office, so if you’d like to set up reserved seats on a section, or have questions about the capabilities of this function, please contact Jane Lavery (14795) to do so. Reserved seats can’t be completely removed from a section once a student has registered in a reserved seat, for this reason we typically suggest using “Restrictions” (q.v.) instead.

Begin and End Time Please see class scheduling policy on the 24-hour clock (e.g., 14:00 to 15:50). It is increasingly difficult to find acceptable classrooms during “prime time” Department schedules will be evaluated for adherence to our class scheduling policy prior to the assignment of classrooms.

Departments that fail to adhere to the scheduling policy will

not be granted na.9 (ed 194.f4.2 ( a)4.2 74(m)0.9 (ob)6.9 ( o35P(p)-7 (a)-2.8 (r)-5.4 -0.00 fh4.2 747.004 Tw -22.5 (lin)-(t)6.. i)ietead4.012 ( )JTJf4.2 ( a)4.2 74(m)49 (e)-(4.964.001 -0.4 Tc ipi)6.9t)6 (r)1.6 (i)6.94.2 12 scricif6.9 (e)404 Twr 1.76 -0.003 lint gr6 i gr r 1.76 -0.003ci g(p)-7 ( (r)1.6 (i)6.9 ( ) w 1.349 lpi)8.9(p)-7 (b c)4.49 -0.003c(r)8.6 (i)6.9 (c)4.49 y0.9 (4.3 (a)269.506T\* [(")2.349

classes (e.g. course fees, prerequisites, etc.). Section comments will overwrite the course description for that section. To maintain a full course description and appropriate section text, the course description must be copied from the bulletin and pasted into the section text with the additional section comments following the original description.

## Cross-Listing Practices

Crosslisting permits courses with different subject codes or course numbers

Long Section Title Expanded (100 characters) section titles may be specified. It must be consistent with the official short title. The long title appears on the online Schedule of Classes, but not on transcripts and other official documents. Long titles should only be modified at the section level for topics and seminar courses. The long title can also be used to differentiate special sections from other offerings of a course, (e.g. the honors section of Acting I would be "Acting I: Honors"). These requests should be submitted to the Scheduling and Catalog Coordinator.

Course URL A web link for the course may be provided. This link should no

- x Percentage of Friday courses is evaluated in addition to balance. This will be evaluated across the block for blocks occurring between 8:00am and 2:00pm.

Please see the chart below for goal distribution

Friday sections

M/W	30-40% (of total scheduled 2x2 seats per block)
W/F	10% to 30% (of total scheduled 2x2 seats peblock)