



Course Offering Form – Definitions

Helpful hints for filling out the course offering form

Definition of Fields

Subject Area – Abbreviation associated with each subject. Example: African and African American Studies = AAAS

Term – 4 digit number: First digit denotes century. Example: 4 = 2000. Middle two denotes year in century. Example: 09. Last digit denotes semester: Fall = 9; Spring = 2; Summer = 6. Examples: Fall 2012 = 4129; Spring 2012 = 4122; Summer 2012 = 4126.

Catalog number – The three digit number from course catalog.

Title - Title from course catalog. (Permanent catalog title – Not the topic, if the course allows for topics)

Class Number – Registrar Office use only.

Class Section – Registrar Office use only.

Class Association – Registrar Office use only.

Session -

1 = Spring or Fall regular term

6 = Summer regular term

1NS = NonStandard Session, any semester short or irregular courses

Dates – Enter dates only if different than the regular semester dates. Report as month/day/year. If dates are not different from regular semester dates then leave this blank.

Component choices - abbreviations and definitions.

Lecture = LEC – Regularly scheduled academic course. (main component)

Laboratory Main = LAB – Laboratory that is a main component.

Thesis/Dissertation = THE - (main component)

Activity = ACT – Example: HSES or BAND (main component)

Field Studies = FLD – Example: Geog 714 Field Experience. (main component)

Independent Study = IND – Example: Private lessons, readings, independent study. Non-research course. (main component)

Individual Research = RSH - (main component)





Laboratory = LBN – Laboratories associated with a main component.

Discussion = DIS – Mandatory discussion associated with a main component.

Discussion optional = DSO – Voluntary discussion associated with a main component.

Class Type – Choices are enroll and non-enroll. Always report lectures as enroll, unless you are creating any combination of lecture/lab/discussion/optional discussion. The lecture will be the non-enrollment section and the labs or discussions will be enrollment sections. Optional discussion sections will be non-enroll in all cases. Exception: The lecture section will be the enroll section, if associated with only optional discussion section.

Student Specific – Check this box if you want to set student specific permission instead of using class number permission.

Location -

ABROAD = Study Abroad

EDWARDS = Edwards Campus

KU MED CTR = Univ of KS Med Cntr-Lawr Crs

LAWRENCE = University of Kansas-Lawr Cmps

OFF CAMPUS = Off Campus Site

ONLINL = KUGC Campus (KU Online)

PBLC MG CT = KU Public Management Center

KUEC LEAV – Leavenworth-Edwards Campus

KULC FHSU – Fort Hayes – Lawrence Campus

KULC GCCC – Garden City Comm College-Lawrence Campus

KULC WICH – Wichita-Lawrence Campus

Instruction Mode –

WW = 100% Online Instruction

HB = 99%-50% Online Instruction

P = Less than 50% Online Instruction or 100% In Person

VC = Videoconference

This is the type of instruction in which the instructor will teach. WW means world wide web. HB means hybrid online/in class instruction. P means in person. VC means videoconference or classes taught via television.

Topic – If course allows for special titles, list the 30 character title, including spaces and punctuation, here.

Remember this title will appear on the student's transcript, so use all 30 characters on titles exceeding 30 characters. Spaces are needed between words, but not between punctuation. Example:

Relgn,Power&Sexuality Arab Soc, Crwnlss Again Shll Kng:JRR Tol, Turn 20C Americn Women Writers, and Crytography&Informatn Security. Do not enter the course catalog title in this field.

Facility ID - Building and Room

Meeting Start - Start time of class, circle AM or PM or bold it if sending via email. If class meets by appointment, list 'Appt' here.





Meeting End - End time of class, circle AM or PM or bold it if sending via email.

Days of the Week – Circle or bold days class meets.

Dates - Report only if different than the regular semester dates. Report as month/day/year. Example: The class meets on Tuesday and Thursday. If they are in the same room both Tuesday and Thursday, the dates for both days should be the same. If they are in different rooms Tuesday in Wes 4001 and Thursday in Wes 4007, the dates should begin and end with dates that coincide with the day it meets. Dates of the course are 09/23/2008-12/11/2008, Tuesday = 09/23/2003-12/09/2008 and Thursday = 09/25/2008-12/11/2008.

Room Characteristics -

Lawrence:

#87 = Full Media/Lec Cap

#88 = Full Media AUD/Lec Cap

#90 = Videoconference – Taught in two locations through simultaneous two-way video and audio transmissions.

Edwards:

#42 = Full Media/Lec Cap

#44 = Videoconference - Taught in two locations through simultaneous two-way video and audio transmissions.

Empl ID - SAKU ID number – If you don't know the EmplID for an instructor or they haven't been assigned an EmplID yet, this number can be found in Enroll & Pay through Instructor Schedule. The best way to find the correct EmplID is to obtain the birth date (month and day) and match it to the name of the instructor. Payroll ID numbers are different and are not used for the Schedule of Classes.

Instructor Name - Full name of instructor(s).

Instructor Role – Primary = 50% or greater teaching percentage. Secondary = 49% or less teaching percentage. If you list two instructors with a 50/50% split, both can be primary or one can be secondary and the other primary. Instructors/TAs listed at zero percent will not show in Enroll & Pay or the online Schedule of Classes.

Access –

Post: Instructor(s) of record with this access can enter grades, approve them, and then post immediately to students' records.

Approve: Instructor(s) of record with this access can enter grades and approve them, but cannot post immediately to students' records.

Grade: Instructor(s) of record with this access can enter grades, but cannot approve or post them.

Load Factor – Teaching percentage assigned to the instructor. Percentage total for the class must equal 100%.



**Class Status -**

Active = Available immediately.

Tentative = Section that you are uncertain will be offered. Does not display to students and cannot be enrolled in, but allows room assignment.

Consent -

Instructor = Inst – Instructor permission needed.

Department = Dept – Department permission needed.

No Consent = None - No permission needed.

Requested Room Capacity – Size of room you would like the 25Live room scheduling system to find for the class.

Enrollment Capacity – The number of students you want to enroll in the class.

Wait List Capacity – The number of students you want to be able to sign up for the waiting list.

Auto Enroll Wait List – Not in use at this time.

Note Number - A note number can be added if a Class Note has been created for wording that is used over and over and that does not appear in the Course Catalog.

Free Format Text - Individualized wording can be added to this field. Ex: Meets with notes. Instructions on where the class is being held. It is also wording that does not appear in the Course Catalog.

Minimum Hours – If variable, enter minimum hours here. (cannot be less than minimum hours entered in the Course Catalog)

Maximum Hours – If variable, enter maximum hours here. If hours are set, enter here. (cannot be greater than maximum hours entered in the Course Catalog.

Components – If your class has multiple components, list all components on the one component that carries the credit hours. Example: 5 credit hour lecture with a discussion and laboratory. List the lecture, discussion and laboratory on the lecture component.

Combined With – List all classes that are “same as” or “meets with” here. (Department abbreviation, catalog number, and class number if created.) It’s the departments’ responsibility to coordinate with each other to make sure the information they submit matches.



Questions? Contact the Office of the University Registrar
Email: scheduling@ku.edu

