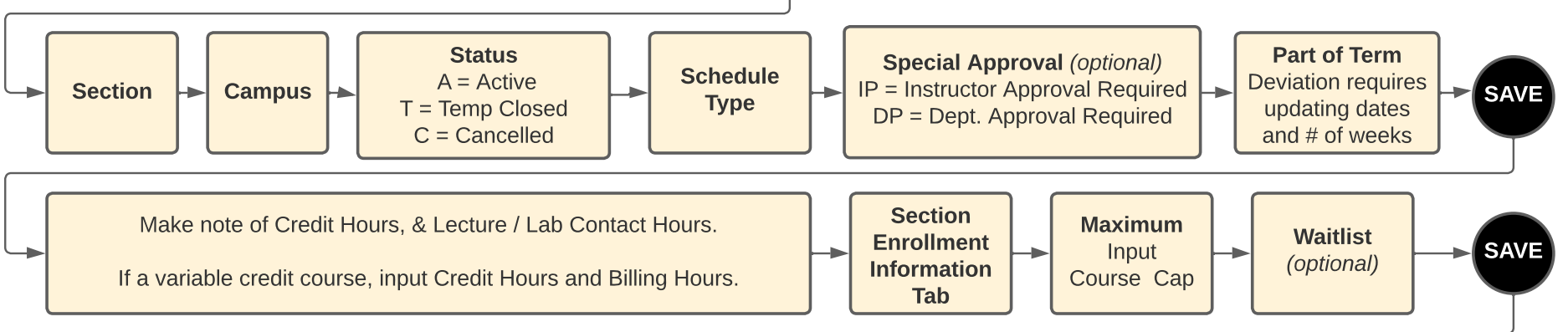


CLL
 Section coding changes from 211, 212, 213 to 221, 222, 223, etc., when the lecture portion of the section changes for any days/times/room/faculty.

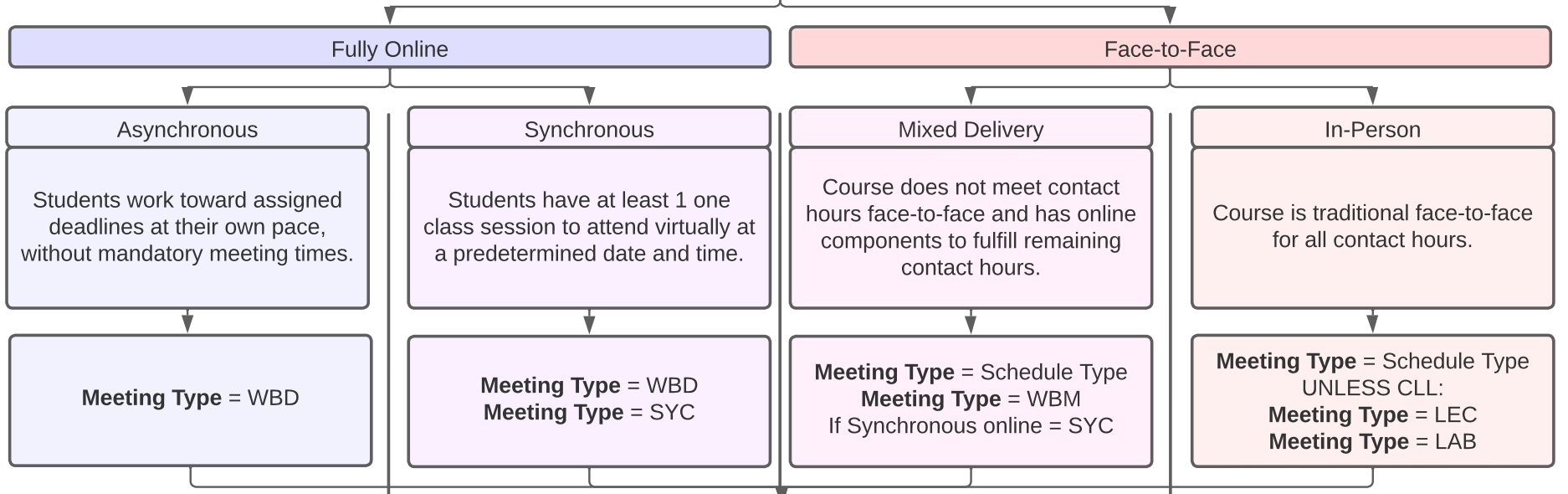
LEC, LAB, PRA, IND, SEM

Section numbers increase by 1 for each section of the same course offered.

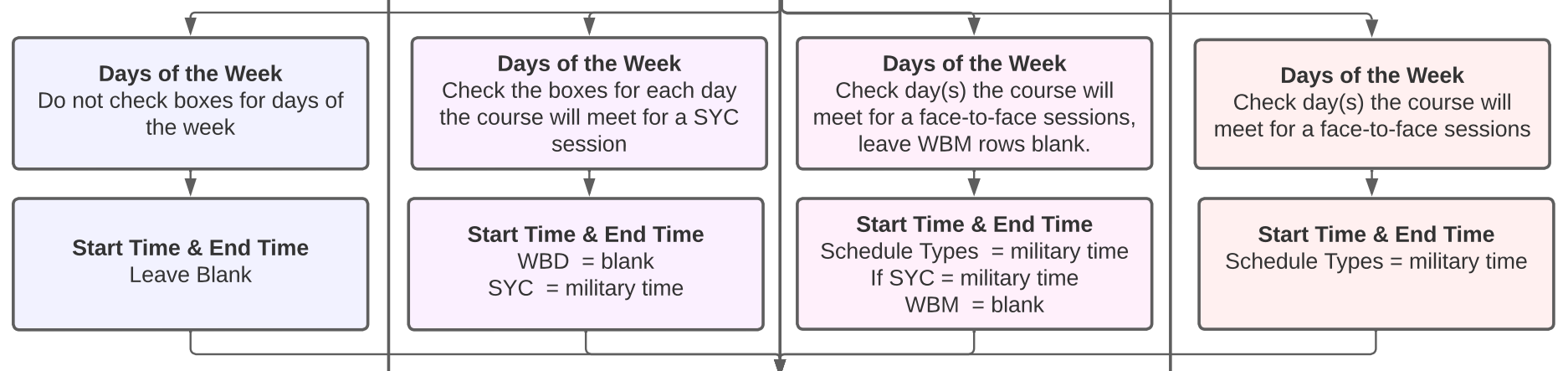


Meeting Times and Instructor Tab

Meeting Dates Sub-Tab

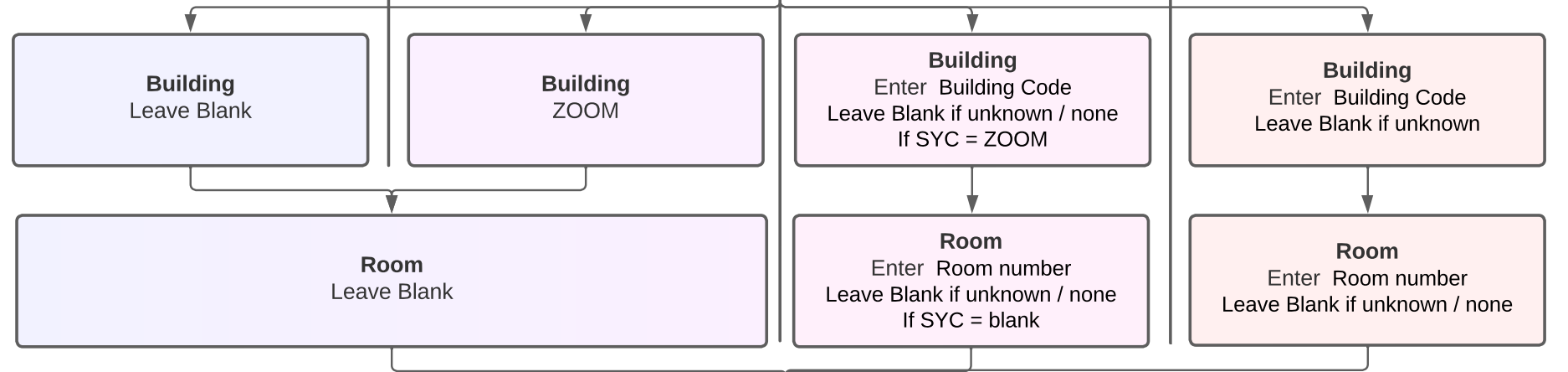


Start Date & End Date
 These fields prefill with the Part of Term dates from the "Course Section Information" tab. For classes meeting periodically, biweekly, monthly, etc- update the Start Date and End Date each time there is a break in section meeting dates with another Schedule row



Session Indicator
 01 for all, except if Schedule Type = CLL, LEC=01, LAB=02.

Meeting Locations and Credits Sub Tab



Schedule Type = Meeting Type

Hours per Week
 1 Contact Hour = 50 Minutes.
 Required Total= (Contact Hours x 15)
 Actual Total= (Contact Hours x Total Minutes Per Week x Meeting Times per Week x Number of Weeks) / 50
 If LEC = Confirm Total Matches Lecture Contact Hours on Course Section Info tab
 If LAB = Confirm Total Matches Lab Contact Hours on Course Section Info tab
 If SEM = Confirm Total Matches Other Contact Hours on Course Section Info tab
 If SYC, WBM, PRA, IND = 0

Override Indicator
 This must be checked to override any schedule conflicts, such as schedule two or more sections in the same room at the same time. Do Not enter an Override Indicator unless you intentionally want to override a build and/or room. Overrides should not occur on the first section of a course. To use Override, enter "O".

Session Credit Hours
 Enter number of Credit Hours listed on the Course Section Information tab.
For CLL: LEC = Total Credit Hours minus 1, LAB = 1

Instructor Section

