

**Class Nbr** - Class Number

**Sub** - Subject Area

**Cat** - Catalog Number

**Sec** - Class Section

**Title** - Title of Class

**Instructor** - Instructor name

**Grade Base** - GRD/Sat/Unsat etc.

**Min Credit** -Min Credit offered

**Max Cr** - Max Credit offered

**Max Enroll** - Max Enrollment offered

**Wait List** - Wait list, always set to 99

**Sched Print** - Schedule to Print. **Yes** means students will be able to search and view the course. **No** means although the class is active, students need the class number to view it.

**Days** - Days of the week

**Start Time** - Start time of class

**End Time** - End time of class

**Room** -Assigned room Note that on queries this is **Facil ID**

**\*Room Cap**

**Campus** - Campus Location ie: Ellenburg, Yakima, Online

**Inst Mode** - (P,WP,WE,WW) Instructional Mode: See table

Note that on queries this is **Ty**

**Perm** - Instructor Consent or Department Consent: Requires consent from Dept or Instructor to enroll in class

**Crse Attr** - See table

**Note**- to be displayed in MyCWU note field for students

**Exam** - Y/N does this course have a final exam?

**Has Pre-/Co-** Y/N Does this class have pre-reqs/co-reqs?

**Below are for info purposes only (we don't add info):**

\*Charge Regular Tuition?

\*Class Fee Item Type

\*Course Fee Item Type

Class Nbr	Sub	Cat	Sec	Title	Instructor	Grade Base	Min Credit	Max Credit	Max Enroll	Wait List	Sched Print	Days	Start Time	End Time	Room	Room Cap	Campus	Inst. Mod	Per	Course Attr	Academic Scheduling	Notes	Exam	Pre/Co	Charge Regular Tuition?	Class Fee Item Type	Course Fee Item Type

- **Use RED font ink to show new changes.**
- Please insert a blank line below a class and only enter in **RED font** the changes that are needed.
- **Use strikethrough to show existing info that is changing.**
- **Cancelled courses** (see class number 12378 on Example schedule) -
- Use ~~strikethrough~~ and **highlight in light grey**. A course must be marked for cancellation in order for it to be taken off the schedule.
- **New Courses** (see ABC 201.002 on Example schedule): Insert a blank row above and below and use **RED font ink** to enter all information on the line.
- \* Classes will have multiple listings/rows if they have more than one meeting pattern, instructors or attributes. If the class is not being totally cancelled, please don't mark one of the extra listing for cancellation (we might accidentally cancel the class and then have to rebuild it). See ABC 479.001 on the example spreadsheet for how to show a time change for classes with multiple listings
- \* Once we build a section, we can't change the title or catalog number without building a new course. We can, however, change the time, day, room, instructor, enrollment, and some other things.
- \* **Requested room features do not roll forward each term (neither do room assignments).** If specific features are needed, please include these (preferably using the codes). The second worksheet in the example file has a list of the MyCWU room feature codes.
- \* Similarly, if a class needs to be cancelled but happens to have the same schedule as a new class to be added, please show these separately (mark the row for the cancelled class all in grey highlight with ~~strikethrough~~ and add a new row in **RED font** for the new class). Please don't try to combine both changes in one step.

Course Attribute	Description	Course Attribute	Value Description
ADD	Additional	ADD FIELD	Plus Field Trips to Be Arranged
		ADD LAB	Additional Labs/Prac/Quizzes
		ADD TIME	Additional Time to Be Arranged
		ADD WEB	Additional Time Web/Blackboard
ARR	Course By Arrangement	ARRANGED	Course By Arrangement
CONC	Concurrent/Prev Enrollment	CONCURRENT	Concurrent Enrollment Required
		PREVIOUS	Previous/Concurrent Enrollment
CROS	Cross Listed Course	CROSSLIST	Cross Listed Course
EQV	Equivalent Course	EQUIVALENT	Equivalent Course
EXAM	Credit by Examination	CBE	Credit by Examination
FEES	Fees Required	CR BY EXM	Credit By Exam
FORM	Forms Completed Prior to Reg	FORM REG	Forms Completed Prior to Reg
GEN	General Education Requirements	WRITING	General Education Writing
LAY	Layered Course	LAY	Layered Course
MAJ	Majors Only	MAJORS	Majors Only
RES	Course on Reserve	RESERVE	Course on Reserve
SUPP	Type of Support	MOVESELF	Moved from State to Self
		SELF	Self Support Class
		STATE	State Support Class

Section	Campus
A	Web Class
D	Des Moines
G	Grays Harbor
J	JB Lewis McChord
L	Lynnwood
M	Moses Lake
O (Zero)	Ellensburg
P	Pierce
S	Sammamish
T	Lake Washington
U	Web Ex
V	Mt. Vernon
W	Wenatchee
X	Continuing Ed
Y	Yakima
Z	Walla Walla

### Instruction Modes

- IT - ITV/Satellite/Teleclass (Synchronous):** Broadcast or cablecasts live instruction. Departments need to identify which section is the primary (broadcast) section on the Schedule of Class Report that is submitted to Academic Scheduling (Registrar Services). These courses are often referred to as "DE" or "distance education" courses. Note: If there is more than one mode of instruction (such as 'IT' and 'WP'), this IT category takes precedence and will be assigned
- Online (WW):** Course where most or all of the regularly scheduled contact hours take place online. If the course requires face-to-face meetings (for example, proctored exams) or regularly scheduled synchronous online meetings, these meetings must be identified in the course details notes in Safari. (75% to 100% scheduled contact hours online).
- Hybrid (WE):** Course that blends online and face-to-face delivery. Proportion of the contact hours take place online to deliver content and facilitate interaction, with corresponding reduction in face-to-face meetings. (1% to 74% scheduled contact hours online).
- Web Presence (WP):** Web-based technology is used to supplement what is essentially a face-to-face course. Designation required for any course using the learning management system (Canvas) or other university-sponsored instructional technologies (e.g., streaming audio/video, class capture, student-response, web-conferencing) to deliver content and facilitate interaction. (0% scheduled contact hours online).
- In Person (P):** Traditional course which does not use the learning management system (Canvas) or other university-sponsored instructional technologies (e.g., streaming audio/video, class capture, student-response, web-conferencing). All content delivery and interaction occurs through in-person exchange during face-to-face meetings. (0% scheduled contact hours online).

#	Room Characteristic	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43		
	<u>Description</u>																																			
			<a href="#">Moveable Tables and Chairs</a>				<a href="#">PC Computer Lab</a>																													
			<a href="#">Moveable Tablet Arm Chairs</a>				<a href="#">MAC Computer Lab</a>																													
03	<a href="#">Podium</a>		<a href="#">Moveable Tiered Seating</a>				<a href="#">Moveable</a>																													
04	<a href="#">VCR</a>		<a href="#">Sound System</a>				<a href="#">DVD</a>																													
06	<a href="#">DE Room</a>		<a href="#">Screen</a>				<a href="#">Sink</a>																													
07	<a href="#">Carpet</a>		<a href="#">Chalkboards</a>				<a href="#">Docucam</a>																													
08	<a href="#">Fixed Tiered Seating</a>		<a href="#">Whiteboards</a>				<a href="#">Video Data Proj (Ceiling Mount</a>																													
10	<a href="#">Map Hangers</a>		<a href="#">Fixed Tablet Arm Chairs</a>				<a href="#">Digital Recording Equipment</a>																													
			<a href="#">Fixed Tables and Chairs</a>				<a href="#">Fixed Tiered Seating Tables an</a>																													
			<a href="#">Computer Network Access</a>				<a href="#">Fixed tables</a>																													