

Class Schedule Instructions

- Cn** - Class Number
- Sub** - Subject Area
- Cat** - Catalog Number
- Sec** - Class Section
- Title** - Title of Class
- Instructor** - Instructor name
- Grade Base** - GRD/Sat/Unsat etc.
- Mx Cr** - Max Credit offered
- ME** - Max Enrollment offered
- WL** - Wait list, always set to 99
- SP** - Schedule to Print - Yes means students will be able to search and view it, No means the class is still there but students must have the class number to view it.
- Days** - Days of the week
- Start Time** - Start Time of Class
- End Time** - End Time of Class
- Facil ID** - Location/Room Number
- Campus** - Campus Location ie: Ellenburg, Yakima, Online
- Inst Mode** - (P,WP,WE,WW) Instructional Mode: See below
- Perm** - Instructor Consent or Department Consent: must obtain permission codes from Dept or Instructor to enroll in class
- Crse Attr** - See table with information
- Notes** - to be displayed in MyCWY note field for students
- Exam** - Y/N does this course have a final exam?
- Has Pre-/Co** - Y/N Does this class have prerequisites/corequisites

- ➤ **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) -
- 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): 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 ~~strike through~~ and add a new row in **RED font** for the new class). Please don't try to combine both changes in one step.

Class Nbr	Sub	Cat	Sec	Title	Instructor	Grade Base	Max Credit	Max Enroll	Wait List	Sched Print	Days	Start Time	End Time	Room	Campus	Inst. Mode	Per m	Course Attr	Note	Ex-am	Pre/Co
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Class Schedule Instructions

Course Attribute	Description	Course Attribute	Value Description
ADD	Additional	ADD FIELD	Plus Field Trips to Be Arrange
		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
INAC	Inactive Course	INACTIVE	Inactive Course
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
C	Continuing Ed
X	Credit by Exam
D	DesMoines
O	Ellensburg
E	Everett
L	Lynnwood
M	Moses Lake
V	Mt. Vernon
P	Pierce
A	Web Class
W	Wenatchee
Y	Yakima
T	Lake Washing- ton

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							
	<u>Description</u>																																							
01	TV/VCR		Moveable Tables and Chairs		Multi Media Instructor Console		With Accommodations																																	
02	TV Connection/Cable		Moveable Tablet Arm Chairs		PC Computer Lab		No windows																																	
03	Podium		Moveable Tiered Seating		MAC Computer Lab		Classroom Capture																																	
04	VCR		Sound System		Polycomm Unit (Video/Audio)		Interactive Surface																																	
05	OH Transparency Projector		Screen		Moveable		Wireless Mic																																	
06	DE Room		Chalkboards		DVD		Wired Mic																																	
07	Carpet		Whiteboards		Sink																																			
08	Fixed Tiered Seating		Fixed Tablet Arm Chairs		Docucam																																			
09	Slide Projector		Fixed Tables and Chairs		Video Data Proj (Ceiling Mount																																			
10	Map Hangers		Telephone Jack		Digital Recording Equipment																																			
			Cable		Fixed Tiered Seating Tables an																																			
			Computer Network Access		Fixed tables																																			