



Key to Course Submission Worksheet

Office of the Registrar • 100 Grant Street, De Pere, WI 54115 • (920) 403-3216

Course ID : List all courses with the new 4 position subject codes (BIOL). Remember to use the new catalog numbers for all half courses as all "H" courses have been renumbered.

Lab Courses: Courses taught by the same instructor at the same meeting sequence which offer multiple labs (either separate rooms or separate meeting times) will now have a combined lecture and separate labs that are linked.

For example:

PHYS 111-A	Limit 36	Meets E sequence
PHYS 111L-LA	Limit 18	Meets J1
PHYS 111L-LB	Limit 18	Meets G2

Over the past few semesters the following courses have been offered in such a multi-lab format: CHEM 220,222,312,350; BIOL 120,121,220,244,350; GEOL 105; and PHYS 111,121,122.

Students registering for these courses will have to register for both a lecture and a lab at the same time or receive a registration error. Linked classes will not allow total lab enrollment to exceed lecture enrollment maximums. This configuration is different than a co-requisite which will still be used during registration. Also, during grading and book ordering you will have one main roster in order to email your students, enter your grades, and estimate your enrollment.

Prerequisites: Do not list any prerequisites in the notes or remarks section. All prerequisites are defaulted to those listed in the College Catalog. Prerequisites listed here will be ignored.

First Half, 2nd Half, Full Term Courses and other Parts of Terms: All courses will be assumed to be meeting for the full session unless noted as first half (**1H**), second half (**2H**), or other (**XX**). For courses meeting in the other format (**XX**) you will need to contact the Registrar's Office as enrollment is date sensitive in Banner for billing, Financial Aid, and enrollment certification processes and will need to be discussed.

Restricting Seats for Majors/Non-Majors: When a discipline wants to restrict or reserve seats for majors or non-majors, separate sections of the course will need to be created. This practice is not encouraged and should be generally limited to entry level or General Education courses. Advanced courses should be using prerequisites to limit enrollment. When these sections are created they are cross-listed sharing a total enrollment limit. List the first section for majors and indicate the total enrollment cap and the seats for majors. The second section should be for non-majors listing the maximum for non-majors. **NOTE: Seats can NOT be limited or reserved for MINORS within the registration system, so please plan accordingly.**

Directions: Include the total enrollment limit and then indicate the number listed for majors/minors (**MM**) and non-majors (**NM**) next to the limit. The course should be split into two sections with all other information the same between sections.

Example: A general education section of ART 120 is offered for 35 students, 10 seats are reserved for majors and/or minors, 25 for non-majors.

Course ID	Section	Meeting Sequence	Enrollment Max
ART 120	A	A	35,10MM
ART 120	B	A	25NM

Example: An upper biennium section is being offered for majors and for non-majors. The non-majors can use the section for General Education, majors can not. (Note: Registering double majors and Upper Biennium courses is covered during training.)

Course ID	Section	Meeting Sequence	Enrollment Max
COMM 330	A	A	35,20MM
COMM 330	B	A	10NM

The non-major section will indicate to the Registrar's Office that this will be the GS section.

Time Sequences: Please enter the appropriate time sequence(s) from the attached chart. If the section meets during one of the floaters, list all the associated codes (i.e. C1,C2,C3) if the course has a lab refer to the common lab sequences for the appropriate code. If a course needs different rooms to meet in, please refer to the chart to find the appropriate split sequence codes to use. In addition certain disciplines have common non-conforming sequences that they may use and are indicated on the code sheet. If the meeting sequence is not offered on the chart, place an **XX** in the box and indicate the days and times in the remarks section.

Directions: Refer to the chart and list the meeting codes.

Example: A course meeting in the morning floater.

Course ID	Section	Meeting Sequence
ART 120	A	C1,C2,C3

Example: A course meeting in a split format, i.e. 4 hours of lecture plus a lab.

Course ID	Section	Lecture/Lab	Meeting Sequence
PHYS 110	A	Lecture	A
PHYS 110	A	Lab	J2

Example: A course meeting in different rooms during a floater.

Course ID	Section	Lecture/Lab	Meeting Sequence
XXXX 111	A	Lecture	J1
XXXX 111	A	Lab	J2

Honors Sections: Indicate an honors section in the remarks section (**HONORS Section**).

Instructor Permission: If an instructor wants total enrollment control over their section, they must indicate **INSTRUCTOR PERMISSION** in the remarks block. Having instructor permission creates a registration block for any student trying to add the course. To add an instructor permission course, students must seek permission from the instructor, and the

instructor must enter a permission override into the registration system. Details on instructor overrides will be presented during training.

Special Topics Courses: All special topics courses across all academic disciplines have been renumbered as an X89 course (289,389,489). Please use these numbers as indicated in the Catalog and submit a New Course Approval Form at the time of discipline submission. New and Special Topics courses **CAN NOT** be listed for registration until they are approved and received in the Registrar's Office **WITH AN APPROPRIATE COURSE DESCRIPTION**. Please send the course description to the Registrar's Office electronically.

J-Term & Summer Session Courses: Please complete a separate submission form for any J-Term or Summer Session Course after you have received approval.

Cross-listing Courses between disciplines: Please list any established cross-listings between subjects in the remarks section. If possible please coordinate between disciplines so cross-listed sections are listed on only one disciplinary form (i.e. HIST might list HIST 116 and AMER 116).

Instructor Name: List instructor name if know. For multiple instructors, the first instructor listed will be considered the primary instructor for purposes of allowing overrides and electronic grading. For new permanent hires, you may use **STAFF**, for adjunct hires insert **ADJUNCT** in the instructor column.

For any problems in completing the Course Submission Form please contact Linda O'Keefe (ext. 3215) or Rick Guild (ext. 3980).

Course Sequence Code Listing

Use the following codes as indicated. If requesting a time not noted below, enter XX in the meeting sequence column, and note the meeting days and times in the remarks section.

Main Course Meeting Sequences								
Code	Instruction Type	Mon	Tue	Wed	Thr	Fri	Begin Time	End Time
A	Course	X		X	X	X	8:00 AM	8:50 AM
B	Course	X	X		X	X	9:00 AM	9:50 AM
C1	Course		X				8:00 AM	8:50 AM
C2	Course			X			9:00 AM	9:50 AM
C3	Course				X		11:00 AM	12:50 PM
D	Course	X	X		X	X	10:00 AM	10:50 AM
E	Course	X		X		X	11:00 AM	12:10 PM
F	Course	X		X		X	12:20 PM	1:30 PM
G1	Course		X				11:00 AM	12:50 PM
G2	Course				X		1:00 PM	2:50 PM
H	Course	X		X		X	1:40 PM	2:50 PM
I	Course	X		X			3:00 PM	4:50 PM
J1	Course		X				1:00 PM	2:50 PM
J2	Course				X		3:00 PM	4:50 PM
K	Course	X	X	X	X		5:00 PM	5:50 PM
L	Course	X		X			6:00 PM	7:50 PM
M	Course		X		X		6:00 PM	7:50 PM
Common Laboratory Meeting Sequences								
Code	Instruction Type	Mon	Tue	Wed	Thr	Fri	Begin Time	End Time
I5	Lab	X					3:00 PM	4:50 PM
I6	Lab			X			3:00 PM	4:50 PM
I7	Lab	X					3:00 PM	5:50 PM
I8	Lab			X			3:00 PM	5:50 PM
I9	Lab				X		3:00 PM	5:50 PM
J1	Lab		X				1:00 PM	2:50 PM
J2	Lab				X		3:00 PM	4:50 PM
J5	Lab				X		1:00 PM	3:50 PM
J6	Lab		X				1:00 PM	3:50 PM
J-Term & Summer Session Meeting Sequences								
Code	Instruction Type	Mon	Tue	Wed	Thr	Fri	Begin Time	End Time
S1	3 Week	X	X	X	X	X	8:30 AM	11:30 AM
S2	3 Week	X	X	X	X	X	1:30 PM	4:30 PM
S3	3 Week	X	X	X	X	X	6:00 PM	9:00 PM
S4	5 Week	X	X	X	X	X	8:15 AM	10:05 AM
S5	5 Week	X	X	X	X	X	10:15 AM	12:05 PM
S6	5 Week	X	X	X	X	X	6:00 PM	7:50 PM
Special Discipline Meeting Sequences								
Code	Instruction Type	Mon	Tue	Wed	Thr	Fri	Begin Time	End Time
A2	ART	X			X	X	8:00 AM	9:50 AM

A3	ART	X				X	8:00 AM	9:50 AM
A5	ART				X		8:00 AM	9:50 AM
D2	ART	X					10:00 AM	12:10 PM
D3	ART					X	10:00 AM	12:10 PM
E4	ART			X			11:00 AM	12:10 PM
E5	ART					X	11:00 AM	12:10 PM
E6	ART	X		X			11:00 AM	12:40 PM
E7	ART	X		X			11:00 AM	1:30 PM
E8	ART	X		X			11:00 AM	1:50 PM
F3	ART					X	12:20 PM	1:30 PM
I4	ART	X		X	X		3:00 PM	4:50 PM

I3	MILS		X				3:00 PM	4:50 PM
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A8	MUSI			X	X		8:00 AM	9:50 AM
C4	MUSI				X		11:00 AM	11:50 AM
C5	MUSI				X		12:00 PM	12:50 PM
D4	MUSI	X	X			X	10:00 AM	10:50 AM
E2	MUSI		X				11:00 AM	11:50 AM
E3	MUSI				X		11:00 AM	11:50 AM
F2	MUSI	X		X		X	12:20 PM	1:10 PM
G3	MUSI		X				11:00 AM	11:50 AM
G4	MUSI		X				12:00 PM	12:50 PM
I2	MUSI	X					3:00 PM	3:50 PM
J3	MUSI				X		1:00 PM	1:50 PM

Education Special Meeting Sequences

Code	Instruction Type	Mon	Tue	Wed	Thr	Fri	Begin Time	End Time
A4	EDUC		X	X			8:00 AM	9:50 AM
A6	EDUC	X			X		8:00 AM	9:50 AM
A7	EDUC					X	8:00 AM	9:50 AM
C4	EDUC				X		11:00 AM	11:50 AM
I3	EDUC		X				3:00 PM	4:50 PM
J4	EDUC	X				X	1:00 PM	2:50 PM
K2	EDUC	X					5:00 PM	5:50 PM
K3	EDUC				X		5:00 PM	6:50 PM

Student Teaching Meeting Sequences

Code	Instruction Type	Mon	Tue	Wed	Thr	Fri	Begin Time	End Time
ST	Teaching	X	X	X	X	X	8:00 AM	4:00 PM
T1	Teaching			X			3:30 PM	4:50 PM
T2	Teaching		X		X		3:30 PM	4:50 PM
T3	Teaching				X		3:30 PM	4:50 PM
T4	Teaching	X					4:00 PM	4:50 PM
T5	Teaching		X				4:00 PM	4:50 PM
T6	Teaching				X		4:00 PM	5:50 PM
T7	Teaching		X		X		4:00 PM	5:50 PM
T8	Teaching			X			4:00 PM	5:50 PM