

Instructions for Creating a Course Schedule

New Courses:

- [New Course forms](#) are now available on-line. This is **not** an electronic submission. You must print a copy for your department and a copy to submit with the TUSC.

The course description field is **required** for any new course number that is created, if the description is not already available from the on-line course description database. This is a required field and the form will not print unless something is typed in that field.

If you are only adding sections, you do not need to submit a description for each section; just type "already submitted" in the course description field.

Class numbers should not be re-used for a new class for five years.

TITLE and CREDIT HOURS must agree with the information given in the current "*Bulletin of Information*." If a class is offered which is not listed in the *Bulletin*, please include a class description with a similar format as those in the *Bulletin*.

The searchable [Course Inventory](#) includes all courses offered under the previous 3-digit number scheme at ND in the past five years.

COURSE ATTRIBUTES

Course attributes are codes that are assigned to courses to flag them as meeting certain requirements in Degree Audit. In addition, they are sometimes used for administrative purposes such as to indicate that certain courses should be omitted from being published in the Undergraduate Bulletin, or that certain courses are generally offered by a particular off-campus program. Specific course attributes are also reserved to "flag" courses as being approved to meet certain University requirements. (**Please note:** Starting with the Fall 2006 semester, courses are approved or disapproved to fulfill University requirements by the Core Curriculum Subcommittees. Our office will still create classes that have been submitted for approval to fulfill university requirements; however, we will not add the course attribute until receiving confirmation from the subcommittee that the class has been approved.) For additional information about course attributes, please contact Chris Temple.

Existing Courses:

- Print legibly (or type) all updates, corrections or cancellations directly on the TUSC (Tentative Upcoming Schedule of Courses).

- To cancel a class, line out the class or section on the *TUSC* report. **To aid us in serving you, please do not cross out the CRN number.**
- Any MW classes should be scheduled according to the [Standard Class Times](#).
- **CRN #**
This number is the identifier used by the Registration system. It changes each semester.
- **Course ID**
This consists of the subject abbreviation, a five digit course number, and a two digit section number. Courses should be numbered according to the following conventions:
 - **First Rule:**
The first digit in the 5-digit course number will be used to indicate the level of the course. Example:
 - ENGL 0 X - XXX = Pre-College course
 - ENGL 1 X - XXX = Freshmen Level course
 - ENGL 2 X - XXX = Sophomore Level course
 - ENGL 3 X - XXX = Junior Level course
 - ENGL 4 X - XXX = Senior Level course
 - ENGL 5 X - XXX = 5th Year Senior / Advanced Undergraduate Course
 - ENGL 6 X - XXX = 1st Year Graduate Level course
 - ENGL 7 X - XXX = 2nd Year Graduate Level course (MBA / LAW)
 - ENGL 8 X - XXX = 3rd Year Graduate Level course (MBA / LAW)
 - ENGL 9 X - XXX = Upper Level Graduate Level course
 - **Second Rule:**
The second digit in the 5-digit course number be used to indicate the category of course being taught. Example:
 - X 0 - XXX = Regular classroom course
 - X 1 - XXX = Lab / Drill / Studio
 - X 2 - XXX = Tutorial / Discussion Group
 - X 3 - XXX = Seminar
 - X 4 - XXX = Study Abroad
 - X 5 - XXX = Internship / Field Work
 - X 6 - XXX = Directed Readings
 - X 7 - XXX = Special Studies
 - X 8 - XXX = Thesis / Research / Dissertation
 - X 9 - XXX = Reserved for Future Use
- **Course Title**
Use the complete title as it appears in the current "[Bulletin of Information](#)." If it is longer than thirty characters, please abbreviate it as you would like it to appear. Also included in this section is the *Registrar Room* indicator (this will say Yes or No, depending on whether or not your department would like a Registrar's Office-assigned room), and the *course attributes* that are currently assigned to the class.
- **Credit Hours**
Use two digits, e.g. 3.0. "V" indicates a variable credit class.

- **Max** -- the maximum number of students that can be registered in the class. This number is also used in assigning classrooms.
- **Grade Mode**
Select the appropriate grading system to be used as the default grade mode for the class.
"S" – standard letter grades;
"B" -- S/U grades;
"C" -- no grade to be given in the class;
S/U grades may be given in classes without semester credit hours, as well as research classes, departmental seminars or colloquia or directed studies, workshops, field education, and skill classes. Classes worth 0 credit hours **must** have either a C (no grade given) or B (S/U) grade mode.
- **Instructor(s)**
Use the full name (not nickname) and either the net-ID or ND ID number (900 number) of each added instructor teaching a class, including FR, BR, SR, if appropriate. In research and/or directed readings classes, indicate the name of the faculty member who will be responsible for correcting the class lists and reporting the grades.
- **Days**
Use single letters, e.g., M T W R F S N. Please use the letter "R" to indicate Thursday, "S" for Saturday, and "N" for Sunday. If a class time has not been established, also leave this item blank.
- **Meeting Time(s)**
Indicate the exact starting and ending times, e.g., 9:35-10:25. If no meeting time has been established, leave it blank. **Please use [standard university class times](#)** if at all possible. Also, if there are additional meeting times, or non-standard meeting dates for the class (e.g. mini-courses within the semester), this information should be indicated here.
- **Comments and Restrictions**
List any additional information about the class, e.g., prerequisites, corequisites, registration restrictions, etc. For additional room write "(over)" on the front and continue on the back of the page.
- **Approval Required**
A student must receive an approval code from the department offering the course to register for this class. This should be used when Web Registration cannot check for the necessary requirements or the instructor needs to interview each student before allowing them to register for the class. (e.g. Directed Readings, Music instruction classes, etc.)

Standard University Starting Times

- **M W F - 50 minutes**
8:30 am - 9:20 am
9:35 am - 10:25 am
10:40 am - 11:30 am
11:45 am - 12:35 pm
12:50 pm - 1:40 pm
1:55 pm - 2:45 pm
3:00 pm - 3:50 pm
4:05 pm - 4:55 pm
5:10 pm - 6:00 pm
- **T H - 75 minutes**
9:30 am - 10:45 am
11:00 am - 12:15 pm
12:30 pm - 1:45 pm
2:00 pm - 3:15 pm
3:30 pm - 4:45 pm
5:00 pm - 6:15 pm
- **M W - 75 minutes** (except 100 level classes)
8:00 am - 9:15 am
11:45 am - 1:00 pm
1:30 pm - 2:45 pm
3:00 pm - 4:15 pm
4:30 pm - 5:45 pm