

## Best Practices for Course Section Notes

What types of course section notes should I add?

1. Special meeting dates for the class; including field trip dates or other special meeting requirements
2. Subtitles on courses approved with variable content
3. Detail your intention for honors. Are they University, Departmental, or both?
4. Selected Topics information such as pre-requisites or satisfactory grade mode if applicable
5. Specific cohort restrictions for site based or online cohort-based App State Online offerings

What course section notes should I avoid adding?

1. Course prerequisite notes that are listed in the catalog description
2. Notes indicating the presence or absence of a regular meeting pattern for a 100% online course
3. Notes that indicate a course's general education area that is listed in the catalog description
4. Requests or notes to the Service Area for adding/deleting/updating course content
5. References to old course numbers
6. Any notes that are automatically added by the job as referenced below
7. Any that could really be addressed better on the syllabus if possible
8. Restrictions that are built and controlled by the system (i.e. "This course is not open to X major for credit")
9. Cross listed courses (equivalent courses approved through AP&P)

When do I add course section notes manually?

- Course notes will be added via a job during the initial data review of the schedule by the Registrar's Office, prior to the schedule being posted to the web for students to view.
- Any additions or changes to course sections that require changes or additions to notes after the initial data review has been completed by the Registrar's Office, will need to be manually added OR deleted by the departments prior to the schedule being posted for students on the web.

NOTE: Refer to the [Schedule Build Calendar](#) for specific dates each term!

What course section notes can be added automatically by the Registrar's Office and departments should NOT add?

Note Subject	Note Added by Registrar's Office
Special Approval (i.e. Permission of ...)	PA - Permission of advisor is required. PC - Permission of chairperson is required. PD - Permission of dean is required. PI - Permission of Instructor is required. PS - Study Abroad. Permission is required to register
Waitlisting	This course has waitlisting functionality. Please visit <a href="http://registrar.appstate.edu/registration/waitlisting.html">http://registrar.appstate.edu/registration/waitlisting.html</a> for details.
Online Offering	WEB - This course is offered 100% online. WEM - The majority of this course is offered online (90-99%). WEH - This course is offered as a hybrid (at least 50% online). WLH - This course is offered as a hybrid but is primarily lecture (less than 50% online).
Flexible App State Online Offering. (general statement)	This course is only available to App State Online students.
Reserved Seating (general statement approved by Associate Deans)	This course has reserved seating. This course has reserved seating for...
Applied Music	AMU - Open by audition only.

First & Second Half semester courses	POT 2 - First-half semester course. POT 3 - Second-half semester course.
State Authorization	EX + WEB - Contact <a href="mailto:stateauthorization@appstate.edu">stateauthorization@appstate.edu</a> to verify eligibility to enroll if residing in the US but outside NC.
Service Learning	MSL - Service-Learning Course. Please see the ACT Civic Engagement website ( <a href="http://engagement.appstate.edu">engagement.appstate.edu</a> ) for details.
Dual Listed (if approved through AP&P)	MDUL - Dual-listed graduate course. MDUU - Dual-listed undergraduate course. Senior standing is required; juniors may enroll with permission of the department.
Honors (only general honors notation)	Honors section; open to honors students only.
Hickory locations	This course is only available to App State Hickory students.