

Banner Course Term File Guidelines

Schedule Type	Description	Definition	Day/Time	Building	Room	Liability Insurance	Weekly Student Class Hours	Semester Class Minutes	Semester Credit Hours Awarded
ADM	Administrative	For administrative use only. Placeholder or other administrative courses used to generate registration activity for a student for billing or other administrative purposes.	may leave blank if no day pattern exists	Dept Bldg	DAS	No			
CLN	Clinical	Learning by practical experience under direct supervision of clinical faculty. May include lecture, laboratory, seminars and conferences, but the primary learning activity is by supervised "hands-on" experience. This type of instruction is reserved for courses in the health sciences disciplines.	may leave blank if no day pattern exists	Dept Bldg	DAS	Yes	5.6 to 8.4 (84 to 126 contact hours per course)	750 min - 3750 min	2 to 4
DSR	Dissertation	Preparation of a scholarly paper, completed by a candidate for the doctoral degree. The dissertation is (1) prepared under the direction of a faculty committee; (2) requires in-depth knowledge of a particular subject; (3) is based on independent research; and (4) reflects the highest level of scholarship and knowledge of research methodology.	may leave blank if no day pattern exists	Dept Bldg	DAS	No	0		1 to 3
FLD	Field Experience	Off-campus educational programs carried out under auspices of an educational institution but not directly supervised by it. Examples include: 1) professional training, 2) career exploration, 3) cooperative work experience, 4) service learning experiences, 5) social-political action, 6) personal growth and development programs, and 7) field research.	may leave blank if no day pattern exists	Dept Bldg	DAS	Yes	0		varies
IDV	Individual Study	Individual study is the pursuit of a regularly listed course by a student without attending classes on a regular basis. The student must be either degree seeking, working toward teacher licensure or have special permission from the dean. In all cases, permission from the departmental chair (in which the course is offered) will need to be secured. The faculty member supervises the student and they work out the method of study.	may leave blank if no day pattern exists	Dept Bldg	DAS	No	0		varies

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IND	Independent Study	A self-directed approach to the acquisition of knowledge and/or competence in which a student plans and carries out learning activities on his/her own, carried out under the guidance of an instructor. Student works independently with only minimal faculty direction. The vehicles for this are course numbers 2500, 3500, 4500, 5500, 6500 and 7500 depending on the level of the student. For information on independent study, students should consult the chair of the department in which the independent study is to be done.	may leave blank if no day pattern exists	Dept Bldg	DAS	No	0		varies
INS	Instructional Assistant	The instructional assistance program is designed for students interested in participating, for academic credit, in supervised experiences in the instructional process on the University level through direct participation in classroom situations. Students with junior or senior standing are eligible to participate in this program.	Required	Assigned	Assigned	No	0		1
INT	Internship	Anyone seeking to pursue an internship must be either degree seeking, working toward teacher licensure, or have special permission from the dean. To register for an internship, a "Special Course Form" must be completed with departmental signatures before obtaining the dean's signature.	may leave blank if no day pattern exists	Dept Bldg	DAS	Yes	0		1 to 12
LAB	Lab	Instructing, preparing and supervising student investigations; designed to enhance students' concept attainment, problem solving and critical thinking.	Required	Assigned	Assigned	No	1 to 3	750 min - 2250 min	1
LEC	Lecture	Formal presentation, primarily one way communication of information by one individual (traditional classroom setting).	Required	Assigned	Assigned	No	1 to 4	750 min - 3000 min*	1 to 4
LES	Lesson/Individual Instruction	The course meets on a regular basis and the majority of the instruction is delivered as an individual lesson. Examples include music and voice instruction.	may leave blank if no day pattern exists	Dept Bldg	DAS	No	1 to 3	750 min - 2250 min	varies
LLB	Lecture-Lab combination	The lecture/lab type is a combination or hybrid and contains elements of each of the two course types as described above.	Required	Assigned	Assigned	No	3 to 5	2250 min - 3750 min	4
LST	Lecture-Studio combination	The lecture/studio type is a combination or hybrid and contains elements of each of the two course types as described above.	Required	Assigned	Assigned	No	1 to 5	750 min - 3750 min	2 to 4

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PEO	Physical Education, Activity	The course is primarily a structured activity based or traditional "PE" type course; Instruction could be indoors or outdoors. Examples include golf, bowling, tennis, etc. All courses with the PE prefix do not have to be designated as a PE type.	Required	Assigned	Assigned	No	3	750 min - 2250 min	1
PRA	Practicum	Extended field and "hands-on" experiences carried out under the direction of a training institution and scheduled as the culminating part of a professional program; it provides the trainee with on-the-job training under the tutelage of an experienced practitioner and/or a university supervisor.	may leave blank if no day pattern exists	Dept Bldg	DAS	Yes	0		varies
PRF	Performance, Recital, Ensemble	For courses that are performance based such as recitals or ensembles; examples include music ensemble courses and theatre courses associated with a specific theatrical production.	may leave blank if no day pattern exists	Dept Bldg	DAS	No	2 to 5	750 min - 2250 min	0 to 1
RES	Research	Independent investigation by a student with direction and consultation with a faculty member.	may leave blank if no day pattern exists	Dept Bldg	DAS	No	0		varies
SAB	Study Abroad	Travel to a foreign country with the educational program managed and supervised by the University. This course may require some formal classroom work prior, during, and upon return from the out-of-country experience.	may leave blank if no day pattern exists	AOC	SA	Typically No	1 to 3	varies	1 to 6
SAW	Study Away	Travel within the United States and its territories with the educational program managed or supervised by the university. This course may require some formal classroom work prior, during, and upon return to main campus.	may leave blank if none exists	AOC	If in NC = NC; If outside of NC but within US = USA	Typically No	1 to 4	varies	1 to 4
SEM	Seminar	Brings together a group of pupils to discuss topics of interest under the direction of a teacher or discussion leader. Often used interchangeably with workshop, institute, or study group. Requires the instructor to play less of a leadership role, with responsibility for discussion and analysis vested in students with the teacher functioning as a resource person.	Required	Assigned	Assigned	No	1 to 3	750 min - 2250 min*	1 to 3

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ST	Student Teaching	This work will consist of full-time teaching under the supervision of a competent and experienced teacher. Student teaching provides the student with a professional field experience in the appropriate area. This must be done during the seventh or eighth semester, students who are taking undergraduate programs of study leading to teacher licensure will student teach for one semester.	may leave blank if no day pattern exists	AOC	PS	Yes	0		12
STU	Studio	Primarily a directed study with faculty-student interaction and oversight mostly found in disciplines of art or music.	Required	Assigned	Assigned	No	2 to 4	750 min - 2250 min	2 to 3
THE	(Masters) Thesis	Preparation of a scholarly paper, completed by a candidate for the master's degree. The master's thesis, like the dissertation, is 1) prepared under the direction of a faculty committee; 2) requires in depth knowledge of a particular subject; 3) is based on independent research; and 4) reflects a higher level of scholarship and knowledge of research methodology.	may leave blank if no day pattern exists	Dept Bldg	DAS	No	0		1 to 3
THH	Undergraduate Honors Thesis	Preparation of a scholarly paper or project, completed by an undergraduate student and is usually a culminating activity towards meeting requirements for graduating with university, college or departmental honors. The Undergraduate Honors Thesis, like the master's thesis and dissertation, is 1) prepared under the direction of a faculty committee; 2) requires in depth knowledge of a particular subject; 3) is based on independent research or creative work; and 4) reflects a high level of scholarship and knowledge of research methodology.	may leave blank if no day pattern exists	Dept Bldg	DAS	No	0		1 to 3
THU	Undergraduate Thesis	Preparation of a scholarly paper or project, completed by an undergraduate student, often as a culminating activity towards an undergraduate degree. The undergraduate thesis, like the master's thesis and dissertation, is 1) prepared under the direction of a faculty committee; 2) requires in depth knowledge of a particular subject; 3) is based on independent research or creative work; and 4) reflects a high level of scholarship and knowledge of research methodology.	may leave blank if no day pattern exists	Dept Bldg	DAS	No	0		1 to 3

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WEB	Web Based-Entirely (100)	Formal presentation and interaction occurs only through online communication of information via the internet. Presentations may incorporate elements of lecture, lab and other activity types. Flexibility of time and location for delivery are key factors that distinguish online courses from traditional course types. This course is nearly 100 percent online.	may leave blank if no day pattern exists	Web	Web	No	3	2250 min*	
WEH	Web Based-Hybrid (50-89)	Formal presentation and interaction occurs partially through online communication of information via the internet. Presentations may incorporate elements of lecture, lab and other activity types. The course meets face to face in a traditional classroom setting up to 50 percent of the time. It provides some flexibility of time and location for the majority of course meetings. This course is 50 - 89 percent online.	Two meeting patterns if known (leave as blank and actual day)	1st=WEB 2nd=Assigned	1st=WEB 2nd=Assigned	No	3	2250 min*	
WEM	Web Based-Majority (90-99)	Formal presentation and interaction occurs primarily through online communication of information via the internet. Presentations may incorporate elements of lecture, lab and other activity types. The course may on occasion meet (face to face in a traditional classroom setting) for setup and administration as well as testing throughout the course, however flexibility of time and location for delivery are key factors that distinguish online courses from traditional course types. This course is 90 - 99 percent online.	Two meeting patterns if known (leave as blank and actual day)	1st=WEB 2nd=Assigned	1st=WEB 2nd=Assigned	No	3	2250 min*	
WLH	Lecture-Lab-Hybrid	Formal presentation and interaction occurs partially through online communication of information via the internet. Presentations may incorporate elements of lecture, lab and other activity types. The course meets face to face in a traditional classroom setting more than 50 percent of the time. It provides some flexibility of time and location for the majority of course meetings. This course is less than 50 percent online.	Required	Assigned	Assigned	No	3	2250 min*	

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