

# Best Practices for Course Section Notes

New process for Spring 2020 Schedule Development

## 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. If course is offered online but requires a synchronous meeting day/time
3. Subtitles on courses approved with variable content
4. Specific Honors restrictions that differ from the general honors notation (i.e. departmental, etc)
5. Selected Topics information such as pre-requisites or satisfactory grade mode if applicable

## What course section notes should I avoid adding?

1. Course prerequisite notes that are listed in the catalog description
2. Notes that indicate a course's general education area that is listed in the catalog description
3. Requests or notes to the Service Area for adding/deleting/updating course content
4. References to old course numbers
5. Any notes that are automatically added by the job as referenced below
6. Any that could really be addressed better on the syllabus if possible
7. Restrictions that are built and controlled by the system (i.e. "This course is not open to X major for credit")
8. 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 Calender](#) for specific dates each term!

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

1. Special Approval (i.e. Permission of ...)
2. Waitlisting
3. Online Offering
4. Reserved seating (general statement approved by Associate Deans)
5. Applied Music
6. First & Second Half semester courses
7. State Authorization
8. Service Learning
9. Dual Listed (if approved through AP&P)
10. Honors (only general honors notation)