

## Electronic Course Approval Course Supplement for SIS

1. Academic Career: \_\_UGRD\_\_\_\_                      2. Academic Group (College):HUM\_\_\_\_\_  
3. Subject (Course Offering Unit): \_\_Arabic\_\_\_\_ 4. Catalog (Course) Number: \_\_\_\_375\_\_\_\_  
5. Campus(es): X  COL     LMA         MRN         MNS         NWK         WST

6. Academic Organization(s) (Fiscal unit):

COL\_\_X\_\_ LMA\_\_\_\_\_ MRN\_\_\_\_\_ MNS\_\_\_\_\_ NWK\_\_\_\_\_ WST\_\_\_\_\_

7. Course Attributes (choose all that apply):

7a.  Bridge course

7b.  Admission Condition

CA – Visual & Perform Arts

CM – Math

CE – English

CN – Natural Science

CF – Foreign Lang, hours

CS – Social Science

CL – Foreign Lang, level

CT – Any Recommended Rqmt

8. Grade Roster Print Option (Choose 1):

By student

X  Instructor

Component

None

9. Last of a multi-term course?

10. If the course is repeatable,

10a. Allow multiple enrollments within a term?

10b. Maximum completions allowed: \_\_\_\_\_

**Components. Complete as needed for each course component**

**Begin Component 1**

1. Component (Section) Type (Choose 1):

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> Clinical          | <input type="checkbox"/> Lecture    |
| <input type="checkbox"/> Field Experience  | <input type="checkbox"/> Recitation |
| <input type="checkbox"/> Independent Study | <input type="checkbox"/> Seminar    |
| <input type="checkbox"/> Lab               | <input type="checkbox"/> Workshop   |

2. Graded component?       Yes     No

3. Final Exam?       Yes    X  No     Last Class (Note: per faculty rules, not available for the undergraduate career)

3a. Exam seat spacing: \_\_\_\_\_

4. Default Section Size: \_\_\_\_\_

5. Instruction Mode(s). (Choose all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Clinic Field Experience | <input type="checkbox"/> Flexibly Scheduled |
| <input type="checkbox"/> Computer taught         | <input type="checkbox"/> In Person          |
| <input type="checkbox"/> Distance Learning       | <input type="checkbox"/> Video Taught       |

**End Component 1**

## Begin Component 2

1. Component (Section) Type (Choose 1):

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> Clinical          | <input type="checkbox"/> Lecture    |
| <input type="checkbox"/> Field Experience  | <input type="checkbox"/> Recitation |
| <input type="checkbox"/> Independent Study | <input type="checkbox"/> Seminar    |
| <input type="checkbox"/> Lab               | <input type="checkbox"/> Workshop   |

2. Graded component?       Yes     No

3. Final Exam?       Yes     No     Last Class (Note: per faculty rules, not available for the undergraduate career)

3a. Exam seat spacing: \_\_\_\_\_

4. Default Section Size: \_\_\_\_\_

5. Instruction Mode(s). (Choose all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Clinic Field Experience | <input type="checkbox"/> Flexibly Scheduled |
| <input type="checkbox"/> Computer taught         | <input type="checkbox"/> In Person          |
| <input type="checkbox"/> Distance Learning       | <input type="checkbox"/> Video Taught       |

## End Component 2

**Begin Component 3**

1. Component (Section) Type (Choose 1):

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> Clinical          | <input type="checkbox"/> Lecture    |
| <input type="checkbox"/> Field Experience  | <input type="checkbox"/> Recitation |
| <input type="checkbox"/> Independent Study | <input type="checkbox"/> Seminar    |
| <input type="checkbox"/> Lab               | <input type="checkbox"/> Workshop   |

2. Graded component?       Yes     No

3. Final Exam?       Yes     No     Last Class (Note: per faculty rules, not available for the undergraduate career)

3a. Exam seat spacing: \_\_\_\_\_

4. Default Section Size: \_\_\_\_\_

5. Instruction Mode(s). (Choose all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Clinic Field Experience | <input type="checkbox"/> Flexibly Scheduled |
| <input type="checkbox"/> Computer taught         | <input type="checkbox"/> In Person          |
| <input type="checkbox"/> Distance Learning       | <input type="checkbox"/> Video Taught       |

**End Component 3**

## **Definition of Fields on the Course Supplement**

### **1. Academic Career**

Select the academic career to which this course offering belongs. Academic career specifies which students can enroll in the class as well as which grading bases are available.

<b>Career</b>	<b>Description</b>
<b>ATI</b>	Agriculture Tech Institute
<b>DENT</b>	Dentistry
<b>GRAD</b>	Graduate
<b>LAW</b>	Law
<b>MED</b>	Medicine
<b>NDEG</b>	Non-Degree Seeking
<b>OPT</b>	Optometry
<b>PHP</b>	Pharmacy, Professional
<b>UGRD</b>	Undergraduate
<b>VMED</b>	Veterinary Medicine

### **2. Academic Group (College)**

Select the academic group to which this course offering belongs.

### **3. Subject (Course Offering Unit)**

Select the subject area of the course offering.

### **4. Catalog Number (Course Number with Prefix and Decimal)**

The course number as referenced in the course bulletin and master schedule. The following examples show the new formats.

120

100H

245.01

100.01T

### **5. Campus**

Select the campus(es) where the course is offered. If the course can be offered at multiple campuses, indicate all that apply.

<b>Campus</b>	<b>Description</b>
<b>COL</b>	Columbus
<b>LMA</b>	Lima
<b>MRN</b>	Marion
<b>MNS</b>	Mansfield
<b>NWK</b>	Newark
<b>WST</b>	Wooster / ATI

### **6. Academic Org (Fiscal unit)**

The fiscal organization code, usually in the form D9999. Provide one per offering campus. Please consult with your SFO if you do not know the appropriate code(s) to use.

### **7. Course Attributes**

Select the general characteristics that describe the course offering in the Course Attribute and Course Attribute Value fields. Course attributes are primarily used to print repetitive text in the catalog and schedule of classes.

<b>Attribute Code</b>	<b>Attribute Name</b>	<b>Attribute Values</b>
<b>ACON</b>	Admission Condition	CA – Visual or Performing Arts CE – English

		CF – Foreign Language – Hours CL – Foreign Language – Level CM – Math CN – Natural Science CS – Social Science CT – Any Recommended Requirements
<b>BRDG</b>	Bridge	Bridge Course
<b>TSTC</b>	Credit by Exam	Credit by Exam
<b>SRVL</b>	Service Learning	Service Learning

## 8. Grade Roster Print Option

Select the type of grade roster that you want to print for this course.

<b><i>By Student:</i></b>	Grade rosters print for each student. Each student has a distinct grade roster, separated by a page break.
<b><i>Component:</i></b>	Grade rosters print for the graded component of the course.
<b><i>Instructor:</i></b>	Grade rosters print for the graded component of the course. A copy of the grade roster prints for each instructor, primary or otherwise. The number of copies that print is equal to the number of instructors for the course (primary or otherwise).
<b><i>None:</i></b>	No grade roster prints for the course.

## 9. Last of a multiple-term course?

Select this checkbox for the last course in a progress-graded sequence.

## 10a. Allow Multiple Enrollments in Term?

Field may be completed when the “Repeatable?” flag (in ECA) is checked. Select this check box to permit a student to enroll in this course multiple times within the same term, such as an independent study course.

## 10b. Max Repeatable Completions Allowed

Field may be completed when the “Repeatable?” flag (in ECA) is checked. Enter the maximum number of course completions allowed for credit. If you enter a value in both the max repeatable units field (already in ECA) and this field, the system enforces the lower of the two limits.

## ***Component – Repeat as needed***

### **1. Component Type**

Select a course component for the offering. The course component indicates the parts of the course offering (*lecture, laboratory, seminar, and so on*). One course offering can have multiple components.

<b>Code</b>	<b>Long name</b>
<b>CLN</b>	Clinical
<b>FLD</b>	Field Experience
<b>IND</b>	Independent Study
<b>LAB</b>	Laboratory
<b>LEC</b>	Lecture
<b>REC</b>	Recitation
<b>SEM</b>	Seminar
<b>WRK</b>	Workshop

### **2. Graded component**

Specifies the one component (*lecture, laboratory*) that will have a final grade. The system displays the graded component based upon the *Grade Roster Print* field.

### **3. Final Exam**

Select whether a final exam is given in the course. The value you enter here defaults to the Schedule of Classes. Your choices are:

<i>Yes:</i>	The Yes value enables block final exam scheduling. This value cannot be modified without programming effort.
<i>No:</i>	Indicates that this component has no final exam. Entering No eliminates this component from the block exam scheduling process.
<i>Last Class:</i>	Indicates that a final exam is taken in the last regularly scheduled class (as opposed to during final examination week). Entering Last Class eliminates this component from the block exam scheduling process.

### **3a. Exam Seat Spacing**

If you select Yes in the Final Exam field, the Exam Seat Spacing field becomes available for entry. Enter the number of spaces between student's seats during the exam. For example, enter 2 to have two empty seats between each student taking the exam. *This value has no programming tied to it. Use this field for your information.*

### **4. Default Section Size**

Enter the default section size. You can override section sizes in the schedule of classes. The system populates the value in this field by default to the Requested Room Capacity field and the Enrollment Capacity field.

### **5. Instruction Mode**

The instruction mode indicates the course delivery approach. This field is also used by Student Financials to charge a class fee according to values entered. More than one may be specified for each component.

<b>Mode</b>	<b>Description</b>
<b>CF</b>	Clinic Field Experience
<b>CT</b>	Computer Taught
<b>DL</b>	Distance Learning
<b>FL</b>	Flexibly Scheduled
<b>P</b>	In Person
<b>VT</b>	Video Taught