Electronic Course Approval
Course Supplement for SIS

1. Academic Career: _UGRD   2. Academic Group (College): AGR

3. Subject (Course Offering Unit): AED Econ   4. Catalog (Course) Number: _601__

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):

                ☐ Clinical   X Lecture

                ☐ Field Experience   ☐ Recitation

                ☐ Independent Study   ☐ Seminar

                ☐ Lab   ☐ Workshop

        2. Graded component?   X Yes   ☐ No

        3. Final Exam?   X 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):

                ☐ Clinic Field Experience   ☐ Flexibly Scheduled

                ☐ Computer taught   X In Person

                ☐ Distance Learning   ☐ Video Taught

End Component 1

Begin Component 2

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

☐ Clinical   ☐ Lecture

☐ Field Experience   ☐ Recitation

☐ Independent Study   ☐ Seminar

☐ Lab   ☐ 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):

☐ Clinic Field Experience   ☐ Flexibly Scheduled

☐ Computer taught   ☐ In Person

☐ Distance Learning   ☐ Video Taught

End Component 2

Begin Component 3

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

        ☐ Clinical   ☐ Lecture

        ☐ Field Experience   ☐ Recitation

        ☐ Independent Study   ☐ Seminar

        ☐ Lab   ☐ 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):

        ☐ Clinic Field Experience   ☐ Flexibly Scheduled

        ☐ Computer taught   ☐ In Person

        ☐ Distance Learning   ☐ 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.

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

Campus	Description
COL	Columbus
LMA	Lima
MRN	Marion
MNS	Mansfield
NWK	Newark
WST	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.

Attribute Code	Attribute Name	Attribute Values
ACON	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
BRDG	Bridge	Bridge Course
TSTC	Credit by Exam	Credit by Exam
SRVL	Service Learning	Service Learning

8. Grade Roster Print Option

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

By Student:	Grade rosters print for each student. Each student has a distinct grade roster, separated by a page break.
Component:	Grade rosters print for the graded component of the course.
Instructor:	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).
None:	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.

Code	Long name
CLN	Clinical
FLD	Field Experience
IND	Independent Study
LAB	Laboratory
LEC	Lecture
REC	Recitation
SEM	Seminar
WRK	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:

Yes:	The *Yes* value enables block final exam scheduling. This value cannot be modified without programming effort.
No:	Indicates that this component has no final exam. Entering *No* eliminates this component from the block exam scheduling process.
Last Class:	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.

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