

ADD SECTION

FIELD	ENTRY	EXAMPLE
COURSE	Enter prefix and course number.	ACC 200
SECTION	Enter the first available section number.	01, A02, S01
TITLE	Enter current short title	
DEPT PHONE	Academic classroom number.	

INSTRUCTORS	Enter M#, Last Name, First Name, Middle Initial and Teaching Category of instructors/GTAs.	
COMMENTS	Enter only additional information. Do not include obvious information such as: "Adding a section of XXX 350".	Will meet one Saturday.

CHANGE SECTION

CRN	REQUIRED - Enter CRN of the class you are changing.	83760
COURSE	REQUIRED - Enter prefix and course number.	ACC 200
SECTION	REQUIRED - Enter the first available section number.	01, A02, S01
TITLE	REQUIRED - Enter current short title	

Enter information only in fields that are being changed | College

All classes must meet the following minimum lengths of time for the credit hours:

1 cr hr = 13 1/3 hrs 2 cr hrs = 26 2/3 hrs 3 cr hrs = 40 hrs 4 cr hrs = 53 1/3 hrs

Fall and Spring Standard 3-Credit Hour Class Times

Tuesday-Thursday Classes

8:00-9:15 9:30-10:45 11:00-12:15 12:30-1:45 2:00-3:15 6:00-9:00

Monday-Wednesday-Friday Classes

8:30-9:20 9:30-10:20 10:30-11:20 11:30-12:20 12:30-1:20 1:30-2:20 2:30-3:20 3:30-4:20 6:00-9:00

Monday-Wednesday Classes (100-300 level courses)

8:00-9:15 3:30-4:45

Summer Standard

SCHEDULE TYPES

PR	Practicum	FTC	Fort Campbell Building
PR2	Practicum	HA	Howton Agricultural Engineering
		HBS	Hancock Biological Station
		HE	Hester Residential College
		HF	Hollis Franklin Residential College
		HM	Home Management House
		HOP	Hopkinsville Building
		HT	Hart Residential College
		IT	Collins Industry & Technology
		LA	Lovett Auditorium
		LBL	Land Between the Lakes
		LC	Lowry Center
		Eh	Engineering in Physics Building
		MAD	Madisonville Building
		MCCH	Murray Calloway Co Hospital
		FA	Price Doyle Fine Arts Center
		FH	Faculty Hall
		FR	Franklin Hall
		MGC	Miller Golf Course