

SCHEDULE OF CLASSES DATA FORM (CTF)

CHECK ONE: ADD ___ CHANGE ___ DELETE ___

TERM/YEAR _____ SUBJECT _____ CATALOG # _____ SECTION _____

CREDIT HOURS: Minimum _____ Maximum _____ PRINT IN SCHEDULE? _____

ENROLLMENT MAXIMUM _____ CANCELED CLASS? _____

IF CANCELING A CLASS, PLEASE INDICATE ANY SPECIAL PROCESSING INSTRUCTIONS FOR STUDENTS ENROLLED IN THIS CLASS:

IF THE COURSE IS CROSSLISTED, PLEASE INDICATE THE COURSE(S) IT IS CROSSLISTED WITH:

INSTRUCTOR (ID NUMBER OR SSN IS REQUIRED):

ID NUMBER OR SSN _____ LAST NAME, FIRST: _____

ID NUMBER OR SSN _____ LAST NAME, FIRST: _____

ID NUMBER OR SSN _____ LAST NAME, FIRST: _____

MEETING TIMES:

1) DAYS _____ START TIME _____ STOP TIME _____ FACILITY _____ or FAC TYPE _____

2) DAYS _____ TIME _____ TIME _____ FACILITY _____ or FAC TYPE _____

3) DAYS _____ TIME _____ TIME _____ FACILITY _____ or FAC TYPE _____

SCHEDULE NOTES: STANDARD NOTES (SEE BACK FOR NUMBERS)

1ST _____ 2ND _____ 3RD _____

NON-STANDARD FREE-FORM NOTES (PLACE WORDING DESIRED BELOW)

SPECIAL DATES: START _____ STOP _____

SPECIAL TOPIC TITLE (MAXIMUM OF 30 CHARACTERS, INCLUDING SPACES):

SUBMITTED BY: _____

(revised 10/05)

DATE: _____ PHONE NUMBER: _____

SUBJECT, CATALOG NUMBER AND SECTION: Enter the 4 letter subject code, 3-digit catalog number, and section number.

CREDIT HOURS: Enter the minimum and maximum credit hours in the appropriate columns.

PRINT IN SCHEDULE: Enter an "N" if you do not want the class to print in the schedule of courses or on the web.

CANCELED CLASS: If you are canceling a class, enter **yes** in this column. If you have any instructions for processing the students enrolled in the class, such as moving their enrollments to another section, please indicate that in the area below.

INSTRUCTOR SSN OR EMPLID: Enter the instructor's social security number or PeopleSoft assigned id number. We cannot enter an instructor based only on the name – we must have one of these identifying numbers. Enter the instructor last name in the next column.

DAYS: Use the following codes – M-Monday; T-Tuesday; W-Wednesday; Th-Thursday; F-Friday; S-Saturday; U-Sunday; TBA-To be arranged.

START TIME AND STOP TIMES: Enter the start and stop times of the course. Military time should be used for courses taught at or after 1:00 p.m. For example, 1:00 pm, should be listed as 1300, 2:00 pm as 1400, etc.

FACILITY BLDG/ROOM: If you are "pre-assigning" a room, enter the building abbreviation from the list on the back of the schedule of courses, followed by the room number. If you want Schedule 25 to assign a room, leave this blank.

FACILITY TYPE: For any class without a pre-assignment that needs a room assigned by SCHEDULE 25, enter the requirements from this list:

- 1 - Classroom (seating, chalkboard, screen)
- 2 - Classroom (moveable chairs, chalkboard, screen)
- 3 - Classroom/Seminar (table with chairs round, chalkboard, screen)
- 4 - Classroom (table and chairs, chalkboard, screen)
- 5 - Classroom (TV monitor, VCR, chalkboard, screen)
- 6 - Classroom (Ethernet, chalkboard, screen)
- 7 - Classroom (Ethernet, projection system, chalkboard, screen)
- 8 - Classroom (Ethernet, computer, projection system, chalkboard, screen)
- 9 - Classroom (Full media – Ethernet, computer, projection system, visualizer)

NOTE(S) 1, 2, AND/OR 3: Below are the schedule notes you may select for any section. You may use up to three. There are additional notes omitted here due to space constraints. All notes can be found at http://www.louisville.edu/student/services/registrar/class_notes.pdf

- 0008 This section meets at Shelby Campus.
- 0010 This section meets off-campus.
- 0029 This section is restricted to majors only.
- 0030 This section may open later.
- 0033 The section above meets at Humana Gym, located in the University Park Apartment complex.
- 0038 This section is restricted to students eligible for the Honors Program. Please call the Honors department at 852-6293.
- 0039 This course is offered as part of the Kentucky Virtual University program.
- 0040 This course does not follow regular semester dates.
- 0043 An additional course fee of \$12.50 is charged for the section above.
- 0044 An additional \$17.50 course fee is charged for the section above.
- 0045 An additional \$25.00 course fee is charged for the section above.
- 0088 This section requires permission from the instructor.
- 0089 This class requires permission from the dean or director of the program offering this course.
- 0090 This section requires permission from the department.
- 0091 This class is restricted and requires permission.
- 0092 This section is restricted to students admitted to the College of Business and Public Administration.
- 0093 This section is restricted to students admitted to the Graduate College of Business and Public Administration.
- 0095 This section is restricted to students admitted to the College of Arts and Sciences.
- 0096 This section is restricted to students admitted to the School of Nursing.
- 0097 This section is restricted to students admitted to the College of Education and Human Development.
- 0098 This section is restricted to students admitted to the School of Music.
- 0099 This section is restricted to students admitted to Speed Engineering School.
- 0100 This section is restricted to students admitted to Kent School of Social Work.
- 0101 This section is restricted to Graduate students.
- 0102 This section is restricted to Seniors.
- 0103 This course is restricted to PHCI or PHDA majors.
- 0114 The section above is restricted to students in the REACH Supplemented Study Program.
- 0115 This section is restricted to students admitted to the Phd Program in Social Work.
- 0120 The section above is restricted to non-music majors only.
- 0127 This section is taught over television, but you will be required to meet in-person 6 to 8 times and charged 130% graduate rates.
- 0128 This section is taught over television, but you will be required to meet in-person 6 to 8 times and charged 130% undergraduate rates.
- 0129 The section above is delivered online over the Internet and you will be charged 130% of the graduate in-state tuition rate.
- 0130 The section above is delivered on-line over the Internet and you will be charged 130% of in-state undergraduate tuition.
- 0133 The section above is restricted to Management majors only.
- 0134 This course is part of a pilot project for wait-listing. Go to <http://www.louisville.edu/student/services/registrar/waitlist>
- 0135 There is a course fee for the course above equal to 2 credit hours of graduate resident tuition and fees.

SPECIAL DATES (STOP AND START): Enter the start and stop dates for each meeting pattern that does not follow the regular semester dates.

SPECIAL TOPIC TITLE: Enter a 30-character topic title for special topic courses. Some courses may have stored special titles. In that case, use the TOPIC ID from the course catalog. Contact the Registrar's Office for a list of the topics.