

OUR's Guide to Course Section Set Up

1. **Course Section::** Automatically populated
2. **Status::** Open
3. **Academic Period::** Fall, Fall Half A and Half B, Fall Intersession, Spring, Spring Half A and Half B, Spring Intersession, Summer, Summer 1, Summer 2, Summer 3, Summer 4, Summer Half and Half B, Summer Intersession, DPT Fall, DPT Spring, DPT Summer, Medicine Year
4. **CIP Code::** Do not use
5. **Educational Taxonomy Codes::** Do not use
6. **Learning Outcomes::** Do not use
7. **Competencies::** Do not use
8. **Title::** Automatically populated
9. **Abbreviated Title::** Automatically populated (Special Topics courses will have a drop-down menu)
10. **Academic Levels::** Undergraduate or Graduate
11. **Course Tags::** Automatically populated
12. **Course Section Tags::** Must have EMS Domain value, Eval Template Mid Term AND Eval Template Full Term, OR Eval Template Exclude
13. **Academic Unit::** Automatically populated
14. **Section Listing::** The Section Number can either be automatically populated or manually entered; Lecture= Numbers, Labs= Single Letters, Discussions= Double Letters (Must have 4 digits)
15. **Course Listing::** Automatically populated
16. **Section Number::** The Section Number can either be automatically populated or manually entered; Lecture= Numbers, Labs= Single Letters, Discussions= Double Letters (Must have 4 digits)
17. **Instructor::** Can have multiple instructors in the same row (Eligibility is automatically assigned to individuals with academic appointments); Support Roles can also be assigned in this section
18. **Dates::** Automatically populated based upon Academic Period
19. **Allowed Grading Bases::** Automatically populated
20. **Graded Anonymously::** Do not use
21. **Credit Hours::** Automatically populated
22. **Contact Hours::** Must be zero
23. **Instructional Format::** Clinical, Discussion, Experiential, Independent Study, Internship, Laboratory, Lecture, Research, Seminar, Service Learning, Thesis
24. **Delivery Mode::** In-Person, Online, Hybrid
25. **Published Instructor Roles::** "Instructor" must be selected, or names will not appear.
26. **Activity Offering Override Standard Meeting Pattern with Custom Meeting Pattern::** Must be unchecked
27. **Other Credit Hour Values::** Okay to be checked or unchecked; Can be selected if number of units used for billing or calculating financial aid load differs from the number of units earned for completing the course.
28. **Campus Locations::** Can only be pre-selected if school owns the room. After creation, but before publication, course section managers can specify the location. After publication, only registrars can change the location.
29. **Meeting Pattern::** If using an OUR Pooled classroom, meeting pattern must fit within the OUR approved meeting pattern guidelines.
30. **Remove Section from Overlap::** Will be unchecked if not overlapping the section with another
31. **Course Materials::** Do not use
32. **Student Eligibility Rule::** Rules created at the course level will roll over to section automatically.
33. **Section Capacity::** Cannot be a higher number than Projected Enrollment; if not showing, make sure the Unlimited Capacity wasn't checked on the course level.
34. **Wait List Capacity::** OUR guidance is 1.25x the section capacity
35. **Projected Enrollment::** Cannot be lower than Section Capacity

- 36. **Manually Manage Waitlist Promotion::** Should remain unchecked
- 37. **Description::** Automatically populated (no pre-reqs or co-reqs in the description)
- 38. **Public Notes::** Only allowed if title/course allow variance by instance/instructor, identify a time period of focus, genre, current events focus, etc.
- 39. **Private Notes::** Do not use
- 40. **Hide Course Section::** Can be checked or unchecked