

SCHEDULE CORRECTION INSTRUCTIONS

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 Affairs will call this number with the CRN, once the new section has been created.	3752
CAMPUS	Campus/Racer Academy School/SA location where instruction will take place.	Main, WEB, PAD, REG
SCHEDULE TYPE	Select presentation course type from drop-down list or type in.	LEC, WEB, ITR, ITS, SM
PERMISSION	Select required permission type, if applicable, from drop-down list or type in.	IN, REG, DC
SESSION	Select applicable term session from drop-down list.	FS, 2ND, CA, E1, SF
CREDITS	Enter course credit hours for this section. Credit hours are shown in the catalog's course description.	1, 3, 5
ENROLLMENT	Enter the number of students that will be accepted in this section.	
MEET TYPE	Use to distinguish between multiple meet types/instruction methods for one section.	CLAS & LAB, CLAS & WEB
START/END TIME	Enter designated meeting times or <i>Arr</i> if times are arranged.	
BUILDING	Enter MSU campus building code or MSU off-campus site code only.	AL, BG, WE, PAD, HOP
ROOM	For MSU campus buildings, enter appropriate 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. If the enrollment isn't changing, leave it blank, and so on.	
COMMENTS	Enter only additional information. Do not include obvious information such as..."Changing rooms".	

QUICK REFERENCE

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 3-Credit Hour Class Times

2 WEEK SESSIONS meet MTWRF

8:00-12:00 1:00-5:00

5 WEEK SESSIONS meet MTRF

8:00-10:10 10:30-12:40

10 WEEK SESSION meets two of MTRF

1:00-3:10 3:30-5:40

SCHEDULE TYPES

CLN	Clinicals
COP	Coop
DS	Direct Study Spec Probs
DS1	Direct Study Spec Probs
DS2	Direct Study Spec Probs
IN	Internship
IS	Independent Study
ITR	ITV RECEIVING Site
ITS	ITV SENDING Site
LAB	Laboratory
LEC	Lecture
PR	Practicum
PR2	Practicum
SA	Study Abroad
SM	Seminar
SM1	Seminar
ST	Student Teaching
ST1	Student Teaching
THS	Thesis
USA	Study USA
WEB	Web
WKS	Workshop

BUILDING CODES

AL	Alexander Hall	FTC	Fort Campbell Building	PAD	Paducah Building
AS	Oakley Applied Science Bldg	HA	Howton Agricultural Engineering	PEI	Paducah Engineering Institute
BB	Business Building	HBS	Hancock Biological Station	PG	Pullen Farm Greenhouse
BG	Biological Sciences Building	HCMC	Henry County Medical Center	PL	Pogue Library
BHM	Baptist Health Madisonville	HE	Hester Residential College	RE	Regents Residential College
BHP	Baptist Health Paducah	HEN	Henderson Building	RI	Richmond Residential College
BL	Blackburn Science Building	HF	Hollis Franklin Residential College	SCMC	St. Claire Medical Center
BV	Breathitt Veterinary Center	HM	Home Management House	SJ	St. Jude Hospital
CB	J. Jones Chemistry Bldg	HOP	Hopkinsville Building	SM	Simpson Child Dvlpment Center
CC	Curris Center	HT	Hart Residential College	SP	Springer Residential College
CF	Cutchin Fieldhouse	IT	Collins Industry & Technology	SS	Stewart Stadium
CFSB	CFSB Center	JPGC	Jackson Purchase Gun Club	TROVER	Trover Clinic
CH	Carr Health Building	JPMC	Jackson Purchase Medical Ctr	UF	University Farm
CK	Lee Clark Residential College	LA	Lovett Auditorium	VA	Visual Arts Building
CL	Clark Hall	LBL	Land Between the Lakes	WD	Woods Hall
CP	Carman Pavilion	LC	Lowry Center	WE	Wells Hall
EL	Elizabeth Residential College	LOUR	Lourdes Hospital	WH	White Residential College
EP	Engineering & Physics Building	MAD	Madisonville Building	WI	Wilson Hall
EQ	Equine Center	MCCH	Murray Calloway Co Hospital	WL	Waterfield Library
FA	Price Doyle Fine Arts Center	MCH	Marshall County Hospital	WR	Wrather Hall
FH	Faculty Hall	MGC	Miller Golf Course		
FR	Franklin Hall	MH	Mason Hall		