

**INDIANA UNIVERSITY - OFFICE OF THE REGISTRAR - SCHEDULE ADD FORM**

\* = required field

= updatable fields are boxed

\*Course ID:  Course Offering Nbr:   
 \*Academic Institution:   
 \*Term:   
 \*Subject Area:  Undergrad ← value defaults into the form  
 \*Catalog Nbr:  Course Title: **INTRO TO FINANCIAL ACCOUNTING**  
 (Maximum 30 characters)  
 \*Session:  1 = Regular  
 value defaults into the form → Class Nbr:   
 8W1 = Eight Wk 1  
 Class Section:  8W2 = Eight Wk 2  
 \*Start/End Date:  -   
 Fill in value if non-standard start / end dates  
 \*Component:  IND = Independent  
 LAB = Laboratory  
 LEC = Lecture  
 PCT = Practicum  
 \*Class Type:  value defaults into the form → Associated Class:

\*Location:  SE = On Campus (see end of document for other values) Schedule Print:  Y/N  
 Course Administrator:  ← NOT USED Student Specific Permissions:  Y/N  
 \*Academic Organization:  (see end of document for other values) Generate Cls Mtg Attend:

\*Instruction Mode:  P = In Person (see end of document for other values) Primary Instr Section:

Course Topic ID:  Override Equivalent Course:   
 Class Equiv Crs Group:  NOT USED  
 Course Attribute  Course Attribute Value

Registrar uses these attribute numbers to organize groups for schedule printing.  
 →   
 →

Facility ID	Cap	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="9:30AM"/>	<input type="text" value="10:45AM"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Topic ID:  Free format Topic not used if a variable title has been approved Print Topic on Transcript:  Y/N  
 Free Format Topic:  (30 char limit)

Instructor ID	Name	*Instructor Role	Print	*Access	Contact
<input type="text" value="0001231230"/>	<input type="text" value="Munster, Herman"/>	<input type="text" value="Prim Instr"/>	<input type="text" value="Y"/> Y/N	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text" value="Y"/> Y/N	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text" value="Y"/> Y/N	<input type="checkbox"/>	<input type="text"/>

(see end of document for other values)  
 Y here allows instructor name to be printed

Room Characteristic	Quantity	Room Characteristic	Quantity
<input type="checkbox"/> Identify special room characteristics if needed (see end of document for other values)	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Approval: Dean's Signature Date:  /  /   
 BARR/RSTD/0304 - 1 - Printed on 5/25/2004

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{see end of document for other values}

**\*Class Status:**  **\*Consent:**

1<sup>st</sup> Auto Enroll Section:  Requested Room Capacity:  **Total**  
 2<sup>nd</sup> Auto Enroll Section:  \*Enrollment Capacity:  How many seats do you want in the room?  
 Resection to Section:  NOT USED Wait List Capacity:  How many students do you want maximum enrollment to be?  
 Auto Enroll from Wait List:  Minimum Enrollment Nbr:  NOT USED

**Reserve Capacity Sequence:**  Reserve Capacity features will be used in conjunction with student groups to save spaces for enrollment and to stage the timing of their registration opportunity.

Start Date:  Requirement Group:  Cap Enrl:   
 Start Date:  Requirement Group:  Cap Enrl:

**Reserve Capacity Sequence:**

Start Date:  Requirement Group:  Cap Enrl:   
 Start Date:  Requirement Group:  Cap Enrl:

Notes - details about the course prerequisites, specific information about lab costs, and more generic information should be placed here, this information shows up on the self-service and printed versions of the schedule.

Seq#	Print Loc	Note #	Free Format Text
1	After		PREREQUISITE: 12 CREDIT HOURS AND A GPA OF 2.0.

Prints in sequence number order  
**OPTIONS:**  
 After or Before Course Entry

Minimum Units:  Maximum Units:  Course Contact Hours:   
 Use Blind Grading:  NOT Instructor Edit:

**\*Graded Basis:**  See Appendix for options **Graded Component:**

Requirement Designation:  NOT Primary Component:

Course Component	Contact	Optional	*Final Exam
Lecture	<input type="text"/>	<input type="text" value="Y/N"/>	Yes <small>See Appendix for options</small>
<input type="text"/>	<input type="text"/>	<input type="text" value="Y/N"/>	<input type="text"/>

**Class Requirement Group:**  If used the options are: Freshman only SWT **Also Use Catalog Requisite:**  NOT USED

**Combined Sections ID:**  **Combination Type:**  Permanent Combination:

**Description:**  SEE APPENDIX FOR AN EXAMPLE

Requested Room Cpcty:  Enrollment Capacity:

**Class Number(s):**

## APPENDIX:

### \*Location:

SE

OTHER VALUES AVAILABLE FOR LOCATION

84 Arvin Sango Inc  
85 Clark County Jail  
86 Charlestown High School  
87 Community Action - Southern IN  
88 Crawford County High School  
89 Corydon High School  
90 Falls of Ohio State Park  
91 Floyd Central High School  
92 Floyd Memorial Hospital  
93 Jones Memorial Church  
94 Lg&E  
95 Madison Consolidated High Sch  
96 Madison Junior High School  
97 Medical Center of Southern IN  
98 New Albany High School  
99 North Harrison High School  
100 Paoli Junior/Senior High Sch  
101 Providence High School  
102 Salem High School  
103 Scottsburg High School  
104 Southwestern Sr. High School  
OC Off Campus  
SE Southeast Campus

### Instruction Mode:

CO Correspondence

CT Closed Circuit TV

DR Directed Research

IS Independent Studies

P In Person

TV Television

VT Videotape

WW World Wide Web

### \*Instructor Role

AI

Grad Proxy

Prim Instr

Sec Instr

## Room and Media List

Code	DESCR	Explanation
<b>Writing Boards</b>		
4	CHALKBOARD	
32	MARKER BOARD	WHITE BOARD
<b>Media Equipment</b>		
39	SCREEN	
36	OVERHEAD PROJECTOR	portable (not fixed)
16	DOCUMENT CAMERA	
18	DUAL SLIDE PROJECTION	(known use - Art History classes)
51	VIDEO/DATA PROJECTOR	(PowerPoint & other computer displays)
2	COMPUTER INSTRUCTOR STATION ONLY	1 COMPUTER INSTRUCTOR USE ONLY
10	CONTROL STATION/TRACK (CRESTON)	CRESTON OR AMX
34	NETWORK CONNECTION (DATA LINE)	
49	TV/VCR	TV/VCR IN ROOM
48	TELEVISION (IHETS)	IHETS
56	DVD PLAYER	
	Laser Disc (12")	[not yet defined as a choice]
<b>Student Seating</b>		
8	COMPUTER CLASSROOM (STUDENTS)	
9	COMPUTER Lab-reservable	COMPUTER CLSRM-APPROVAL RQRD
13	DATA JACK AT STUDENT STATIONS	
44	TABLE/CHAIR (movable)	NUMEROUS TABLES/CHAIRS
22	FIXED TABLES (non movable)	
41	SEMINAR ROOM	Tables and Chairs
55	Floor-Stepped	TIERRED SEATING
15	DISTANCE EDUCATION	DISTANCE EDUCATION - VIC ROOM
25	Auditorium Seating	Theatre Seating - Large Classroom
<b>Speciality Items</b>		
6	LAB	Identify type: CHEM; BIOL, etc. LAB
17	DRAFTING TABLES	
38	PIANO	
23	HANDICAPPED ACCESSIBLE ROOM	Instructor Need
45	TDD ITEMS-PHYSICALLY CHALLNGD	Student need

## Class Status:

Active	Students can register unimpeded in this class
Cancelled Section	Students can not register in this class. Class shows "cancelled" on student self-service enrollment screen.
Stop Further Enrollment	Students can not register in this class. Class is not viewable on the self-service screen.
Tentative Section	Students can not register in this class. Class shows on self service screen, but is not selectable.

## Consent :

Dept Cnsnt	Department must give class permissions to students before they can register.
Inst Cnsnt	Instructor must give class permissions to students before they can register.
No Consent	Students can register unimpeded in this class.

**GRADED BASIS:**

- [IUSEA UGD Audit](#)
- [IUSEA UGD X no GPA](#)
- [IUSEA UGD X with GPA](#)
- [IUSEA UGD Graded](#)
- [IUSEA UGD Graded R](#)
- [IUSEA UGD Graded](#)
- [IUSEA UGD Graded R](#)
- [IUSEA UGD Non-Credit](#)
- [IUSEA UGD No Grade](#)
- [IUSEA UGD Non-Graded](#)
- [IUSEA UGD Not Rept](#)
- [IUSEA UGD Ovst](#)
- [IUSEA UGD Purdue/Erl](#)
- [IUSEA UGD SWT](#)
- [IUSEA UGD S/F](#)
- [IUSEA UGD S/F2](#)
- [IUSEA UGD Transfer](#)
- [IUSEA UGD Withdrawn](#)

**GRADED COMPONENT:**

- [ACT Activity](#)
- [CLN Clinic](#)
- [CLQ Colloquium](#)
- [DEM Demonstration](#)
- [DIS Discussion](#)
- [DRL Drill](#)
- [FLD Field Trip](#)
- [IND Independent Study](#)
- [LAB Laboratory](#)
- [LEC Lecture](#)
- [MTH Methods Course](#)
- [PCT Practicum](#)
- [PRA Practice](#)
- [QUZ Quiz](#)
- [RCT Recitation](#)
- [RDS Readings](#)
- [RES Research](#)
- [SEM Seminar](#)
- [WTL Wait List Section](#)

**COMBINED SECTIONS EXAMPLE:**

<b>*Class Nbr</b>	<b>Subject</b>	<b>Catalog Nbr</b>	<b>Sect</b>	<b>Description</b>
23077	MUS-P	260	0001	PIANO (APPLIED MUSIC)
23084	MUS-P	305	0003	PIANO
23086	MUS-P	400	0001	PIANO UNDERGRAD MAJOR
23093	MUS-P	700	0003	PIANO GRADUATE ELECTIVE

**ACADEMIC****ORGANIZATION**

SE-A AE Aeronautics & Astronautics  
 SE-ADMIN Administrative Tracking Group  
 SE-ADMINDP Administrative Tracking Group  
 SE-AERO Aerospace Studies  
 SE-AFRO Afro-American Studies  
 SE-AGEC Agricultural Economics  
 SE-AGEN Agricultural Engineering  
 SE-AGR Agriculture  
 SE-AGRY Agronomy  
 SE-AHLT Allied Health  
 SE-AHSP Allied Hlth Sciences Progs  
 SE-AMID Apparel Merch/Int Design  
 SE-ANAT Anatomy  
 SE-ANSC Animal Science  
 SE-ANTH Anthropology  
 SE-ARL School of Arts & Letters  
 SE-ARLDPT School of Arts & Letters  
 SE-AST Astronomy  
 SE-AUS Audiology & Speech Science  
 SE-BCM Bldg Construction Mgmt Tech  
 SE-BIOL Biology  
 SE-BOT Admin  
 SE-BUS School of Business  
 SE-BUSDPT Div of Business & Economics  
 SE-BUSE Business Southeast  
 SE-C E Civil Engineering  
 SE-CAND Candidate  
 SE-CDFL Child Dev & Family Life  
 SE-CE Civil Engineering  
 SE-CET Civil Engineering Technology  
 SE-CGT Computer Graphics Technology  
 SE-CHEM Chemistry  
 SE-CHM Chemistry  
 SE-CJUS Criminal Justice-Coas  
 SE-CLAS Classical Studies  
 SE-CMCL Communication & Culture  
 SE-CMLT Comparative Literature  
 SE-COAS College Of Arts And Sciences  
 SE-COMM Communication & Theatre  
 SE-CPT Computer Technology  
 SE-CSCI Computer Science  
 SE-CSR Consumer Sci & Retailing  
 SE-CTSD School of Continuing Studies  
 SE-CTSDDPT School of Continuing Studies  
 SE-DAE Dental Auxiliary Education  
 SE-DENT Dentistry  
 SE-DHYG Dental Hygiene  
 SE-E E Electrical Engineering  
 SE-E G Engineering Graphics  
 SE-EALC East Asian Lang & Culture  
 SE-ECON Economics  
 SE-ED Education  
 SE-EDUA Education  
 SE-EDUC Education  
 SE-EDUCDPT Division of Education  
 SE-EE Electrical Engineering  
 SE-EET Electrical Engineering Tech  
 SE-EG Engineering Graphics  
 SE-ENG English  
 SE-ENGL English  
 SE-ENGR Engineering, Freshman  
 SE-ENTM Entomology

SE-F N Foods & Nutrition  
 SE-FINA Fine Arts  
 SE-FOLK Folklore  
 SE-FOR Forestry & Natural Resources  
 SE-FREN French  
 SE-FRIT French And Italian  
 SE-GEOG Geography  
 SE-GEOL Geology  
 SE-GER Germanic Languages  
 SE-GNDR Gender Studies  
 SE-GOV Admin  
 SE-GRAD University Graduate School  
 SE-GRADDPT University Graduate School  
 SE-GRAS University Graduate School  
 SE-GRASDPT University Graduate School  
 SE-GREK Greek  
 SE-GRLS Graduate School-Liberal Studie  
 SE-GRLSDPT Graduate School-Liberal Studie  
 SE-HER Herron Art  
 SE-HIST History  
 SE-HON Honors  
 SE-HPER Health, Phys Ed, & Recreation  
 SE-HPSC Hist & Phil Of Science  
 SE-HUMA Humanities - General  
 SE-I E Industrial Engineering  
 SE-IE Industrial Engineering  
 SE-IET Industrial Engr Technology  
 SE-INST India Studies  
 SE-IT Industrial Technology  
 SE-ITAL Italian  
 SE-JOUR Journalism  
 SE-JSTU Jewish Studies  
 SE-LAW Law  
 SE-LBST Liberal Studies  
 SE-LING Linguistics  
 SE-LSTU Labor Studies  
 SE-LSTUDPT Division of Labor Studies  
 SE-M E Mechanical Engineering  
 SE-MA Mathematics  
 SE-MATH Mathematics  
 SE-ME Mechanical Engineering  
 SE-MET Mechanical Engr Tech  
 SE-MICR Microbiology  
 SE-MILS Military Science  
 SE-MUS Music  
 SE-NATS School of Natural Sciences  
 SE-NATSDDPT School of Natural Sciences  
 SE-NELC Near Eastern Lang & Cult  
 SE-NURS Nursing  
 SE-NURSDPT School of Nursing  
 SE-OLS Org Leadership & Supervision  
 SE-PCOL Pharmacology  
 SE-PCTX Pharmacol And Toxicol  
 SE-PE Physical Education  
 SE-PED Pediatrics  
 SE-PHAR Pharmacology  
 SE-PHIL Philosophy  
 SE-PHSL Physiology  
 SE-PHYS Physics  
 SE-PLSC Plant Sciences  
 SE-POLS Political Science  
 SE-PORT Portuguese  
 SE-PSY Psychology

SE-PSYC	Psychiatry
SE-RADI	Radiology
SE-REL	Religious Studies
SE-RUMN	Rumanian
SE-SLAV	Slavic Languages & Literatures
SE-SLIS	Library & Information Science
SE-SLISDPT	Library & Information Science
SE-SOC	Sociology
SE-SPAN	Spanish
SE-SPCH	Speech
SE-SPEA	School of Public Envir Affairs
SE-SPHS	Speech & Hearing Sciences
SE-SPV	Supervision
SE-SSCI	School of Social Sciences
SE-SSCIDPT	School of Social Sciences
SE-STAT	Statistics
SE-SUPV	Supervision
SE-SWK	Social Work
SE-SWT	Statewide Technology
SE-SWTDPT	Statewide Technology
SE-TECH	Technology
SE-TECHDPT	Purdue School of Technology
SE-TEL	Telecommunications
SE-TG	Technical Graphics
SE-THTR	Theatre & Drama
SE-UDIV	University Division
SE-UDIVDPT	University Division
SE-WEUR	West European Studies
SE-WMNS	Women's Studies
SE-ZOOL	Zoology
SEPURDDPT	Purdue Programs