

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 |