FIELD NAME	FIELD DESCRIPTION
Course Prefix	Up to four digit prefix from the Cameron catalog. (Example: ENGL would be listed for English.)
Course Number	Four digit number from the Cameron catalog. List courses by prefix/course number.
Location	Location of where the course will be held. (Example: CU – Cameron campus; FS – Fort Sill; CN – Comanche Nation; DU – Duncan campus).
Course Title	List the title as it appears in the Cameron catalog. If a special title is needed for a workshop or special studies course, list the title you want in the schedule.
Class Session	16 weeks, 1st 8 weeks, 2nd 8 weeks. List begin/end dates if course meets at a different time than the standard sessions.
Enrollment Maximum	List the number of students allowed to enroll in the course.
Permission required	If special permission is required before a student can enroll in the course, indicate with a Y. All courses listed with 0 as the enrollment maximum will have this flag set to Y. (Example: Courses reserved for Student Support Services students, courses listed as Independent Study or Special Studies should be set to Y.)
Billing Type	List the billing type on courses with special charges.
Building, room, time, days	List the building, room, time and days in which the course will meet. Use the three digit code for buildings. ARR should only be used for Independent and Special Problems courses in which an arranged time is set between instructor and student. If the course does not meet at the same time or same place for each course meeting, then list the other times and places on the next line and put the word AND under full course title and leave prefix, course and indicators blank.
Instructor ID Number	Enter the 6-digit instructor ID number.
Instructor Name	List the last name and first initial of the instructor teaching the course. If left blank, STAFF will appear in the schedule.
*****COMMENTS ******	List comments associated with the course on the line under the course information. Limit to 80 characters if possible.

COURSE SCHEDULE SHEET

DEPARTMENT: _____ ( ) **SUMMER** ( ) **FALL** ( ) **SPRING** **YEAR: 20____ PAGE ____ OF ____**

Course Prefix	Course Number	Location: CU FS CN DU	Course Title (List the 1st 30 Characters from the current catalog)	Class Session 16 – 16 weeks F8 – 1st 8 wks S8 – 2nd 8 wks List begin/end dates if different from standard sessions	Enrollment maximum	Permission required Y or N	Billing Type 1 – ITV 2 – Remedial 3 – Online 4 – Telecourse 5 - Workshop	Bldg	Room	Time	Days	Instructor ID Number	Last Name	Instructor First Initial