
Office of the Registrar
Course versus Class guide

COURSE VERSUS CLASS

A “**Course**” is used to identify a subject proposed to be offered, using a specific number as identifier.

A **new course** is proposed by the faculty of the department, reviewed by the department board and chair, and submitted to the school’s Curriculum Committee for approval. Every course proposal has the following information: the date when the course is first offered or the date when a change in the initial proposal is made, course title, course number, the number of credit hours, grading basis, if the course is repeatable and/or a topic course, if the course is permission or not, the GER requirement designation for UCOL courses, and the course component.

When the course is approved by the Curriculum Committee or the designated approval board of the school, it is entered in the OPUS system under the Course Catalog, with all the information listed above. Any change, in any of the course components listed above, must be submitted as a change, and approved by the authorized committee of the school. They will go in effect with the date approved by this committee.

Based on the courses approved and entered on the Course Catalog in the OPUS system, the departments will decide the classes they will offer in a particular semester.

A “**Class**” is used to identify a specific course, offered in a semester, with specific section number as an identifier. Every class will carry over the information listed on the Course Catalog, with approved variations as credit hours or variable GER tags. Special topic courses will have a specific topic for each class.

A class offered in a semester will have the following information: a section number assigned by the Office of the Registrar, if the class is permission class, days and times when the class is offered, the classroom assigned, instructor, classroom capacity required, enrollment capacity, and any special notes to the students. The GER requirement for UCOL will default from the course catalog, unless the course has variable GER and the department may decide upon it for each particular class.

If **one course** is offered a particular semester only one time, it will have **one class**, with section 000 or 00P (if permission). Example: course ENG 216 is offered Spring 2015 only as one class ENG 216 section 000 (ENG 216-000).

If **one course** is offered a particular semester more than one time, it will have **several classes** with different section numbers to identify them. Example: course CHEM 222 is offered in Spring 2015 with six classes, each different section, from 000 to 005 (e.g. CHEM 222-003).