
Office of the University Registrar

Course Versus Class

Course:

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, subject, catalog number, course short and long title, course description, 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, course attribute (if any), campus, when is the course typically offered, prerequisites (if needed), 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. Courses must be active in the course catalog.

Class:

A “**Class**” is used to identify a specific course offered in a semester, with a specific section number as an identifier. Every class will carry over the information listed on the Course Catalog, with approved variations such as credit hours, variable GER tags, or course attributes. 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, class consent, days and times when the class is offered, the session the class will be offered, the instruction mode (in-person, online, or blended/hybrid), the classroom assigned, instructor, classroom capacity required, enrollment capacity, waitlist status, 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 a **course** is offered a particular semester more than once, it will have several classes (or sections) with different section numbers to identify them. Example: course CHEM 204 with four sections would have four different section numbers (e.g. CHEM 204-1, CHEM 204-2, CHEM 204-3, and CHEM 204-4).