STANDARDIZED NOTES

Please use this list when preparing new or revising existing Section Notes in Banner.

SPECIALTY TAUGHT COURSES:

CO-OP COURSES
(i.e., Academic Cooperative Education, Cooperative Education, Cooperative Education Capstone, or Field Experience)
Enrollment requires Cooperative Work Experience approval.

COURSES TAUGHT IN A COMPUTER CLASSROOM
Section XXX requires computer/keyboarding skills.

* EXPRESS COURSES
*** First blank contains either “Weekend” or “Weekday”.
Replace “xx-xx-xx to xx-xx-xx” with Term Dates.

Section XXX is a __________ Express Course meeting from xx-xx-xx to xx-xx-xx.

HONORS COURSES
Section XXH is an Honors Course.

LEARNING COMMUNITY COURSES
*** In blank below designate linked course.
Ex: SOCI-1301.S04/CRNXXXXX
Section XXX is part of a Learning Community. Must also enroll in course(s):
_______________________/CRN _____________.

LECTURE/LAB SECTIONS – BUILT SEPARATELY
Note: If you want to include the CRN, please use the same format at Learning Communities – i.e. “lecture/CRN XXXXX”.
Section XXX requires concurrent enrollment in a lecture (or lab) section.

PASS/FAIL OPTION
Section XXX may be graded by the pass/fail option. See the current Collin Catalog (Optional: if you want a p#, you will need to check/change yearly, if necessary) for details.

SERVICE LEARNING COURSES
Section XXX has a Service Learning component. For further information contact _____________ at XXX.XXX.XXXX.

* DUAL CREDIT COURSES
*** In blank below designate high school where course will be taught.

Section XXX is a dual credit course at __________.
BLENDED COURSES WITH AN ON-SITE ORIENTATION SESSION

(Section Numbers: Begin with BC1, BP1, or BX1)

*** In blanks in second sentence below designate:
Day of Week (EX: Thursday), Date (M/D), Time (Ex: 2:00 PM; TBA), Room (EX: The Black Box Theatre; Room C103), and Campus (EX: SCC).

NOTE: Include multiple days, dates, times, and/or locations as appropriate.

NOTE:
1) If you use the information about going to http://__________, be sure there is no reference to WebCT.

*** In blanks in last sentence below designate:
Professor’s E-mail Address (all lowercase), Office Phone Number, and Web Address (optional)

Section BXX is a Blended Course, requiring on-site meeting dates. Mandatory Orientation: ________, __/____ at ______ in ______________ at ______. Immediately after registering for this course, students must contact the professor for on-site meeting dates & times. E-mail __________@collin.edu, call 972.XXX.XXXX, or go to http://__________ for more information. To locate your course offered in Blackboard (formerly WebCT), beginning the first day of class, please go to cougarweb.collin.edu and login. Click on the “My Courses” tab and click on your course listed in the My Courses channel. It will take you to your Blackboard Course.

BLENDED COURSES WITHOUT AN ORIENTATION SESSION

(Section Numbers: Begin with BC1, BP1, or BX1.)

*** In blanks in second sentence below designate:
Day of Week (EX: Thursday), Date (M/D), Time (Ex: 2:00 PM; TBA), Room (EX: The Black Box Theatre; Room C103), and Campus (EX: SCC).

NOTE: Include multiple days, dates, times, and/or locations as appropriate.

NOTE:
1) If you use the information about going to http://__________, be sure there is no reference to WebCT.

*** In blanks in last sentence designate:
Professor’s E-mail Address (all lowercase), Office Phone Number, and Web Address (optional)

Section BXX is a Blended Course, requiring on-site meeting dates. No Orientation required for this class section. Immediately after registering for this course, students must contact the professor for on-site meeting dates & times. Course meetings and/or testing will be at ______. E-mail __________@collin.edu, call 972.XXX.XXXX, or go to http://__________ for more information. To locate your course offered in Blackboard (formerly WebCT), beginning the first day of class, please go to cougarweb.collin.edu and login. Click on the “My Courses” tab and click on your course listed in the My Courses channel. It will take you to your Blackboard Course.

HYBRID COURSES

These courses must meet on-campus a minimum of 51%. The Schedule Type is “HY”. Section numbers will use the following in the extension – campus – “Y” – # (CY1; PY1; SY1)

Section XYX is a Hybrid Course. This course will meet both on-site and online, but will be on-site a larger amount of time. E-mail __________@collin.edu, call 972.XXXX.XXXX, or go to http://__________ for more information.
WEB COURSES (COMPLETELY ON-LINE) WITH AN ON-LINE ORIENTATION SESSION  
(Section Numbers: Begin with WW#.)

NOTE:
1) A web course cannot require the student to come to campus. The orientation would either be On-Line or Optional. (If orientation is optional, change “On-Line Orientation” to “Orientation: Optional”.

2) If you use the information about going to http://___________, be sure there is no reference to WebCT.

*** In blanks in last sentence below designate:  
Professor’s E-mail Address (all lowercase), Office Phone Number, and Web Address (optional)

Section WWX is a Web Course taught completely on-line. On-Line Orientation required for this class section. Immediately after registering for this course, students must contact the professor to provide e-mail address. All correspondence with your instructor will be through your cougarmail address (Collin’s student e-mail). E-mail ___________@collin.edu, call 972.XXX.XXXX, or go to http://________________ for more information. To locate your course offered in Blackboard (formerly WebCT), beginning the first day of class, please go to cougarweb.collin.edu and login. Click on the “My Courses” tab and click on your course listed in the My Courses channel. It will take you to your Blackboard Course.

WEB COURSES (COMPLETELY ON-LINE) WITHOUT ANY ORIENTATION SESSION  
(Section Numbers: Begin with WW#.)

NOTE:
1) If you use the information about going to http://___________, be sure there is no reference to WebCT.

*** In blanks below, designate:  
Professor’s E-mail Address (all lowercase), Office Phone Number, and Web Address (optional)

Section WWX is a Web Course taught completely on-line. No Orientation required for this class section. Immediately after registering for this course, students must contact the professor to provide e-mail address. All correspondence with your instructor will be through your cougarmail address (Collin’s student e-mail). E-mail ___________@collin.edu, call 972.XXX.XXXX, or go to http://________________ for more information. To locate your course offered in Blackboard (formerly WebCT), beginning the first day of class, please go to cougarweb.collin.edu and login. Click on the “My Courses” tab and click on your course listed in the My Courses channel. It will take you to your Blackboard Course.
WEB COURSES (NOT COMPLETELY ON-LINE) WITH AN ON-LINE ORIENTATION SESSION

(Section Numbers: Begin with WW#.)

NOTE:

1) A web course cannot require the student to come to campus unless it is for proctored testing (in the Testing Center). Student MUST be allowed to test at any Collin Testing Center or an approved proctored testing site. If not, the course IS a Blended course. If on-site testing is not required, then leave the underlined/blue information out and combine the first and second sentences. The orientation would either be On-Line or Optional. (If orientation is optional, change “On-Line Orientation” to “Orientation: Optional”.

2) If you use the information about going to http://__________, be sure there is no reference to WebCT.

*** In blanks in last sentence below designate:
Professor’s E-mail Address (all lowercase), Office Phone Number, and Web Address (optional)

Section WWX is a Web Course requiring on-site testing. Must use one of Collin’s Testing Centers or other approved testing site. If the student chooses to use an approved testing site or service, that student is responsible for all associated fees. On-Line Orientation required for this class section. Immediately after registering for this course, students must contact the professor to provide e-mail address. All correspondence with your instructor will be through your cougarmail address (Collin’s student e-mail). E-mail __________@collin.edu, call 972.XXX.XXXX, or go to http://__________ for more information. To locate your course offered in Blackboard (formerly WebCT), beginning the first day of class, please go to cougarweb.collin.edu and login. Click on the “My Courses” tab and click on your course listed in the My Courses channel. It will take you to your Blackboard Course.

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