CSCD in UMAPPS:

Glossary of Terms

Office of the Registrar
University of Miami
Fall 2011

Abbreviated Title	The title that appears in the class search as 'Course Title'.
Allocated	Departments that have a high number of course sections that need to be taught in a General Purpose Classroom are guaranteed rooms for specific time slots during each term. For example: English teaches 15 course sections each fall – our office has guaranteed that the English department will have classrooms space for all 15 course sections during specified time slots aka allocated sections (A: 5 course section, B: 5 course section, C: 5 course section).
Alternate Description	Specifically for course sections with Alternate Titles; it allows departments to enter more specific descriptions at the course section level.
Alternate Title	The Alternate Title replaces the actual title on the student's transcript.
Cancel Date	The date that the course section was canceled.
Cancel Reason	The reason why the course section needed to be canceled.
Co-Listed	Co-listed course are two or more course sections that are offered at the same time, in the same room, and taught by the same instructor. The course sections may be in different departments or may be an honor and non-honors sections if the same course section.
Course	A common topic or subject area that share a course number (i.e. ENG 105); each course may have many course sections.
Course Description	Details on the course content to be shown in the Academic Bulletin and in Course Offerings.
Course Section	The days/times that the specific course section meets. Each course section fields may vary: class type, enrollment limit, building and room, instructor(s), special dates, special schedules, section identifiers, and cross listings, etc.
Credit Only	Indicates whether the course is flagged as credit only course. Student receives CR or NC instead of a letter grade.
Credits	Number of hours the course meets; it also corresponds to the amount of credit a course is worth in a student's progression to graduation.
Cross-Listing	Cross-listing has two main uses, (1) a particular course and section are also listed under another department (e.g. History of Religion in America is cross-listed under REL); and (2) a particular course and section is designated as being WRITING CREDIT, HONORS, INTERSESSION, or part of a special academic program such as Latin American Studies. Departments need to communicate cross-listed courses.
Currently Enrolled	The number of student who are currently registered for the course section.
Department	A sub-unit of a College/School at the University that deals with a specific subject matter e.g.(English Department)
Enrollment Limit	The enrollment limit is the maximum number of students a faculty member wants enrolled in a particular course. This is an important number because it will (1) determine the size of the room a course is

	taught in; and (2) it will limit how many students can enroll in a particular section.
Full Time	Indicates whether the course is flagged as full-time credit status. Unless course is flagged as Full Time, any course section changes must be approved by Registrar's Office. Students who register for the course section will be considered full-time student during the specific term.
Gen. Education Req.	The course section will count as a general education requirement. Non-editable field based on the information contained in the Course Information.
General Purpose Classroom	Academic classroom space managed by The Office of the Registrar.
IP Course	Indicates if the course section is "In Progress." These courses will receive an IP grade until all work is completed which usually requires that the student take the same course for two or more terms.
Limited Access Date	After the Term Security end date, Delete is no longer allowed. Limited access to some fields depending on individual access level.
Minimum Enrollment	The minimum enrollment limit is the minimum number of students a faculty member wants enrolled in a particular course. The department/college may use this to identify course sections that may need to be cancelled due to low student enrollments.
Non-Allocated	General Purpose Classroom requests from departments that The Office of the Registrar has not 'allocated' time slots to. Or additional General Purpose Classroom requests from the departments that The Office of the Registrar has allocated space to.
Non-Credit	Indicates that a course is not given credit. Does not count toward student enrollment or graduation.
Non-Standard	Any section that does not meet either of the standard or semi-standard criteria is considered non-standard. All non-standard courses will use a two-digit number. Any number between 01-79 may be used.
Primary Instructor	A faculty member may not be listed as the primary instructor in more than one class at the same time. So if you have a faculty member who oversees Teaching Assistants in laboratory sections, the Teaching Assistant must be marked as the primary instructor. The faculty member may be listed on both sections as a non-primary instructor.
Requirements: Level	Indicates what the student's current level, within a degree program, must be in order to register for the course section. (e.g. Graduate, Undergraduate)
Requirements: School	Indicates what the student's school must be in order to register for the course section. (AS, BU, CO, etc.)
Requirements: Minor	Identifies what the student's minor should be when enrolling in the course section.
Requirements:	This 'masks' the major/minor code to include all major/minors within

'Allow Masking'	the group selected. (THA masked would include THA, THA1…THA7) in that one field.
Requirements: Minimum GPA	The minimum GPA that the student must have to register for the course section.
Requirements: Maximum Credit Earned	The maximum number of credits that the student must have to register for the course section.
Requirements: Minimum Credit Earned	The minimum number of credits that the student must have to register for the course section.
Requirements: Permission Required to Add	In order for the student to register for the course section she must have permission (signature on a drop/add form) from the indicated person. Options include: Academic Advisor, Department Chair, Dean, Instructor, or Program Director.
Requirements: Permission Required to Drop	In order for the student to drop from the course section she must have permission (signature on a add form) from the indicated person. Options include: Academic Advisor, Department Chair, Dean, Instructor, or Program Director.
Requirements: New Student Type	What the new student type must be in order to register for the course section. Options include: Continuing Studies, New Students Only, New Transfers Only.
Requirements: Student Identifier	Identifies a category that a student must belong to in order to register for the course section. HONORS and PRISM are the only two options.

Requirements: Class Code	Indicates the student class which is determined by the amount of credits earned, options include:
	    Conditional Degree
	    Freshman
	    Sophomore
	    Junior
	    Senior
	    5th Year Student
	    Graduate Dual Program
	    Post Baccalaureate
	    Temporary Graduate Or Pre-med Undergraduate
	    Post Masters Or Undergraduate Unclassified

Requirements: Major	Identifies what the student's major should be when enrolling in the course section.

School	The Coral Gables campus houses eight schools and two colleges:
	    AR: School of Architecture
	    AS: College of Arts and Sciences
	    BU: School of Business Administration
	    CO: School of Communication
	    ED: School of Education
	    EN: College of Engineering
	    GR: Graduate School
	    LW: School of Law
	    MD: Leonard M. Miller School of Medicine
	    MU: Phillip and Patricia Frost School of Music
	    NU: School of Nursing and Health Studies

	MS: Rosenstiel School of Marine and Atmospheric Science CS: Continuing and International Education
Section Identifier	An attribute that is attached to the course section that the departments use to categorize course sections. e.g.(Online – Online / Distant Learning, WRITE – the course may be taken for writing credit, HONOR – the course is considered an honors course section)
Section Special Notes	Additional information on the Course Section that the department/instructor would like to have viewable to the student in the Course Offerings.
Section Status	An identifier at the course section level indicating the state of the section; there are four different Section Status: C = Cancelled (the course section is no longer being taught) O = Open (students may register) H = Hold (students may not register) F = Full (enrollment limit = enrolled students; no additional students may register for the course section)
Section Type	A series of course section options that identify and classify the course section. (e.g. Lecture, Lab, etc.)
Section Type: Art Studio	For use by the Art Department only. A course involving lectures, demonstrations, group critiques, and one-on-one instruction for students in the designated studio area
Section Type: Distance Learning	A course in which exchange of information and communication with the instructor are accomplished primarily through the internet or other technological means.
Section Type: Architecture Studio	For use by the School of Architecture only. A course in which students receive assistance and critiques about their individual creative work from instructors on a one-by-one basis. May be supplemented by group critiques, demonstrations, or lectures.
Section Type: Discussion	A course in which students and faculty hold extended, interactive conversations based on a particular topic or idea. It would include an exchange of views among students as well as with the faculty member. This course type is primarily used as "break-out sessions" for larger lecture courses.

Section Type:
    Ensembles
    Instrumental / Vocal
	For use by Music only. A course exclusively used for music ensembles.

Section Type: Forums	For use by Music only. Forums (non-credit) are required each semester for undergraduate and graduate music students. Performance program forums are weekly informal recital settings and performance classes for performance principals and majors with guest artists, master classes, and faculty presentations. Major Forums are weekly forums for sharing information about issues, current developments, and other matters related to the student's major field of study. Presentations often include guest lectures by visiting professionals.
Section Type: ICA Ungraded Credit	A course used primarily for continuing education or non-degree programs (certificates, IEP, ILI, etc.), also used for placeholder courses, such as SAP for the Study Abroad program.

Section Type: Lab	A course in which the primary method of teaching/learning is "hands on" through experimentation, investigation, observation, etc. Usually conducted in a classroom with special facilities (e.g., science or computer).
Section Type: Lecture	A specific class type. A course in which the primary method of teaching/learning is an exposition of a given subject delivered before a class.
Section Type: Medical School Module	For use by Medicine only. This course type is used to designate courses (or modules) in which a student receives a letter grade, but it is not calculated as part of the medical students' weighted averages.

Section Type:
    Practicum /
    Internship / Recitals
	A course—usually in a specialized field of study—designed to give students supervised practical application of previously studied theory, usually intended to impart experience and practical skills to those entering a specific occupation or profession. The course may be held on or off campus and requires an agreement among all participants, supervisors, and institutions or companies.

Section Type: Private Music Lessons	A course that is exclusively for one-on-one vocal or instrumental music lessons.
Section Type: Seminar	A course that consists of a limited number of students engaged in advanced study and original research under a member of the faculty who meet regularly to exchange information and hold discussions.
Section Type: Thesis/Individual Study	A course that offers one or two students an opportunity to conduct in-depth research of a particular topic of interest. It is primarily used for upper-level and graduate students who wish to pursue a specialized area within their degree program. It may also serve as the final project for an advanced degree. Meeting time usually shows as "arranged" in the official course schedule.
Semi-Standard	A section (e.g. laboratories, discussion, etc.) that meets only one time a week will have a number followed by a letter. The section must start at the corresponding LETTER section's begin time but may end whenever.
Show in myUM	Allows department to indicate whether course section should appear in the web based Course Offerings.
Special Drop Date	This is a required field and should be filled in by the department. It will be used to tell the students what date they have until to drop the course section from their schedule. Special Drop Date does not have to fall within the range of dates in the Special Schedule.
Special Schedule	If the course section has dates that do not follow the academic term dates - a special schedule is required. When entering a course with a Special Schedule the start, end, and drop dates must be entered in the section update section. Departments who need to create a new Special Schedule should contact the Registrar's Office.
Standard	Standard sections will be a letter or a letter followed by a number.
Sub Title	The Sub-Title of the course is available to departments to help give a longer title/description of the course section. It appears in Course

	Offerings but not on the transcript.
Term	Terms are five digit numbers that refer to the year and semester that a section is taught. Example: 20081 equal the year, and '1' is the Fall semester. Semester numbers are as follows: 1 = Fall 2 = Spring 3 = Summer 1 4 = Summer 2 0 = non/credit L = Law; first section number then "L" (20082L) M = Medical College 3L = Summer Session Law
Term Dates	Indicates the beginning and ending dates for this course. This is a non-editable field based on information on the academic calendar.
Title	This is a non-editable field based on the information contained in the Course Information. Appears in the class search, the Title may only be 18 characters long.
Title Code	Changing the 'Title Code' changes the course Section Title to: Discussion, Seminar or Laboratory. Please note, that the Section Type must match the Title Code.