

Excel Spreadsheet Instructions

Please check the accuracy of the following information. Please highlight the cell in yellow for any changes made or the change will not be made.

College: Use the same college name for all courses. Check to make sure it is the correct college name since the reorganization (i.e., CCAC vs CLIFFE).

Last Offered: This field indicates the last time the course had enrollment. If the field is blank, it is either because we don't have record of when the course was last run or it has not yet been run (newly added course through Senate). If a future date is listed, then this indicates the course is on the schedule for an upcoming semester as the schedule through Fall 2022 is now in Banner.

Deleted?: You will have four options in the drop-down menu for this cell:

No (indicating the course is not under consideration of being removed from the course catalog)

Course is Currently in the Process for Deletion (indicating the course has already been designated for deletion through the Academic Senate process)

In Discussion to be Deleted (indicating there are conversations within the department as to whether the course should remain in the catalog)

Thought it was Already Deleted (indicating the course is believed to have already gone through the entire Academic Senate process but is still in the catalog)

Subject: Check to make sure this field is accurate since the re-organization

Course Number: For informational purposes only (cannot be changed due to Academic Senate)

Title: For informational purposes only (cannot be changed due to Academic Senate)

Is this course cross-listed (Y/N): Select Yes or No from the drop-down menu in the cell to indicate if this course is cross-listed. Cross-listed indicates that two courses are linked together with same instructor(s) but it is the same class despite different subject prefixes. It meets at the same time and has the same faculty member(s) assigned to it.

If cross-listed, then with what?: Enter Subject and Course Number of cross-listed course.

What is the current course cap? Enter the course capacity that is pedagogically appropriate for the course (must be the same for all sections of the same course). For cross-listed course, list total for the course when combined with the other course(s) it is cross-listed with.

Does this course have a co-req (Y/N): Select Yes or No from the drop-down menu in the cell to indicate if this course will have a co-req as of Fall 2022

Does this course have a pre-req (Y/N): Select Yes or No from the drop-down menu in the cell to indicate if this course will have a pre-req as of Fall 2022

Lecture min: For informational purposes only (cannot be changed due to Academic Senate). Check that it aligns with number of hours assigned in Banner.

Lecture max: For informational purposes only (cannot be changed due to Academic Senate); Note: a number is in here only if it is a variable credit course. If the course has variable hours listed but never actually varies in the number of credit hours when offered, consider changing this through Academic Senate. Check that the number aligns with number of hours the course is assigned in Banner.

Lab min: For informational purposes only (cannot be changed due to Academic Senate). Check that the number aligns with the number of hours the course is assigned in Banner.

Lab max: For informational purposes only (cannot be changed due to Academic Senate). Note: a number is in here only if it is a variable credit course. If the course has variable hours listed but never actually varies in the number of credit hours when offered, consider changing this through Academic Senate. Check that the number aligns with number of hours the course is assigned in Banner.

Workload: See the attached WL Policy for more details. NOTE: All thesis/dissertation courses must follow the Graduate School approved WL policy listed in the WL policy document.

A summary is provided here:

LE, PR, DI, SE, RE, CI: 1 SCH = 1 WLH

LB, CL, ST: 1 contact hour = 0.66 WLH

IS and Clinical Supervision courses:	SCH/6 (0.17)
IN and Clinical Coordination courses:	SCH/15 (0.07)
IN or CO with minimal visits:	SCH/24 (0.042)

Master's Thesis (HEI classification is IS but WL is below)

Thesis Advisor: 1.5 WL

Thesis Committee Member: 0.0 WL

Non-Thesis Graduate Project (HEI classification is IS but WL is below)

Advisor: 0.5 WL

Committee Member: 0.0 WL

Dissertation (HEI classification is IS but WL is below)

Dissertation advisor: 3 WL

Dissertation Committee Member: 0.5 WL

Workload Code: For non-lecture courses that are formula driven. The number of workload codes are purposely limited. New codes are not permitted. The following codes are the only codes that are available:

Code	Workload Description	Typical use for this code
9	0.75 ONCE FOR EACH STUDENT	student teaching
AA	SCH DIVIDED BY 6	IS and Clinical Supervision courses
AB	1.00 ONCE FOR EACH STUDENT	
AD	.33 PER STUDENT	music
AE	.67 PER STUDENT	music
AG	.40 PER STUDENT	
C	SCH DIVIDED BY 15	UG conference course formula
F	0.5 ONCE FOR EACH STUDENT	non-thesis advisor/diss committee member
G	1.5 ONCE FOR EACH STUDENT	Master's advisor
J	ZERO	volunteer/other institutions
Z	SCH DIVIDED BY 7.5	
ZZ	SCH DIVIDED BY 9	Graduate conference course formula
I	SCH DIVIDED BY 24	IN or CO with minimal visits
N	SCH DIVIDED BY 10	For Nursing courses ONLY per accreditation
D	3 WL ONCE FOR EACH STUDENT	dissertation advisor

Currently there is no connection between the order of the codes and their descriptions (9, AA, AG, C, etc). In the future, we may change these codes (but not the descriptions) for a more logical organization.

Workload Description: For informational purposes only (this workload description should align with the workload code from above).

HEI: The following columns are in the file: **CL, CO, DI, FE, IN, IS, LB, LE, OT, PR, RE, SE, SP, ST, TU**

- Check to make sure the HEI classification is correct for the listed course. Note: HEI influences workload and classroom assignments. The majority of classes should have one HEI.
- Some classes may have 2 or, in select cases, 3 HEI categories.
- All courses will be limited to a maximum of 3 HEI categories. Please read the course HEI descriptions carefully.
- At YSU, all Study Abroad courses carry the HEI classifications of LE and PR.

of contact hours for HEI #1: Every course will have at least one HEI classification. If the course has only one HEI classification, list the number of hours the students meet for the course each week.

of contact hours for HEI #2: For those courses that have two HEI classifications, this field will refer to the number of hours the students meet for the course each week for the second HEI classification.

For example, if the course is a LE/LB combination course, LB comes first in the excel spreadsheet and thus would be considered to be HEI #1. In “# of contact hours for HEI #1”, list the number of hours the students meet for the Lab portion of the course. The second HEI classification in the excel spreadsheet that applies to this course is LE. This would be your HEI #2. Enter the number of hours the students meet for the LE portion of the course.

of contact hours for HEI #3: For those courses that have three HEI classifications, this will refer to the number of hours the students meet for the course each week for the third HEI classification.

For example, if the course is a LE/LB/DI combination course, DI comes first in the excel spreadsheet and thus would be considered to be HEI #1. In “# of contact hours for HEI #1”, list the number of hours the students meet for the DI portion of the course. The second HEI classification in the excel spreadsheet that applies to this course is LB. This would be your HEI #2. Enter the number of hours the students meet for the LB portion of the course. The third HEI classification in the excel spreadsheet that applies to this course is LE. This would be your HEI #3. Enter the number of hours the students meet for the LE portion of the course.

Total contact hours: This will be totaled automatically from the previous three columns (**# of contact hours for HEI #1 plus # of contact hours for HEI #2 plus # of contact hours for HEI #3**). You will not need to edit this column.

Does the current course catalog display contact hours (Y/N): Select Yes or No from the drop-down menu in the cell to indicate if the current course catalog reflects the total number of weekly contact hours the students can expect for this course? If there are more than one HEI classifications, does the catalog reflect the breakdown of the HEI’s (for example, how many LE contact hours and how many LB contact hours)?

CIP: The purpose of the Classification of Instructional Programs is to facilitate the organization, collection, and reporting of fields of study and program completions. Please make sure there is consistency with the CIP selected within the program. These cells are protected. If you would like to change the CIP code, any suggested changes should be entered in the new column labeled “Suggested CIP change.” Please consult the following website for CIP information:

<https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56>

For additional background information on CIP codes:

<https://nces.ed.gov/ipeds/cipcode/resources.aspx?y=56>

CIP description: For informational purposes only (this number reflects the description for the CIP category currently in place).

Suggested CIP change: If you intend to suggest a change to the CIP code, it should be placed here.

HEI subsidy: This field is what we send to the state to calculate subsidy. Subsidy classification and CIP code determine State Share of Instruction (SSI). We want to make sure the HEI subsidy classification is accurate based on the attached definitions. There are two files for this column: Course Level for Review file (includes definitions) and Subsidy file (includes the coding).

Repeat Class Regulation: There are courses on this campus with the same course number but different content is taught each time the course is held. For example, marching band has a course that can be taken repeatedly by students. A thesis or dissertation course may be purposefully required of the student over multiple semesters. In these cases, the course number is the same but different content is offered each time. If your department has a course or courses that fall into this category, place a Y in this column aligned with the course.

Because courses typically cannot be repeated more than once and be covered by financial aid, we need to be able to identify if it is in fact a “unique” course but has the same course number. In the event of a federal audit, the syllabus would be required to document that topics and texts covered in courses with the same course numbers are different.

Select Yes or No from the drop-down menu in the cell. Select “Yes” to indicate the course may be repeated by the student and that, if it is repeated, it would have different content than the last time the course was taken.