UVU Office of ACADEMIC PROGRAMS

UTAH VALLEY UNIVERSITY

Academic Scheduling
Rules & Procedures

Fall 2022 - Summer 2023

202240 - 202330: Academic Scheduling Rules

INTRODUCTION

Building semester and academic year class schedules is inherently complex and critical to the mission of Utah Valley University, making Academic Scheduling Guidelines, as well as Scheduling Rules, necessary components for our continued growth and success.

While the Guidelines will clarify practices that reinforce UVU's priorities, promote multi-department synergy, and contribute to optimal space utilization, the Scheduling Rules clarify the steps and codes required for course sections. Together, they promote our Student Success core theme by facilitating timely degree completion, and ensure accurate state reporting.

This document includes the following sections:

Did You Know…?	Important scheduling reminders. More information is found in the Academic Scheduling Guidelines.
Standard Section Notes	Consistent verbiage for Section Notes in Banner (based on specific criteria) that are visible in student views.
Rules	Scheduling rules can be specific to a delivery method, program, department or semester offered. The three basic rule types are divided by color for easy identification: **General** **College / School** **Summer Only** ...and each individual rule includes two sections: ***"Academic Department Schedulers"*** section guides schedulers to correctly submit section requests in CourseLeaf CLSS. ***"Academic Scheduling Office"*** section reflects the additional coding required in Banner, and removes some of the mystery behind each scheduling rule.
Canvas Course Materials	List of approved Canvas course materials and associated charges. 'Inclusive Access' provides student access to the eBook and associated course materials on the first day of class.

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DID YOU KNOW…?

Canvas Course Materials Charge	Canvas course materials charges, *aka "Inclusive Access"*, provide students access to an eBook and associated course materials beginning the first day of class. - The student's billing statement will reflect "Canvas Course Mats [$__ / publisher]" for each course where Inclusive Access has been negotiated. - A materials charge is typically much less than the cost of a physical textbook. - This is <u>not</u> a course or lab fee.
Course Fees	Governed by university policy 607, Course-Based Fees for Credit Courses, fees can be established to cover specific course costs, including: **Course & Lab** Use of specialized lab equipment, lab supplies, disposables, instructional materials, field experiences, private instruction (School of the Arts), etc. **Lab Access** Supports school/college specific computer labs. Used to purchase, repair, and/or replace hardware and infrastructure. Students are assessed a single lab access fee per school/college per semester. **Software** Software licensing. Students pay for software use for each class they are registered for. **Tool** Equipment that remains the property of UVU; cannot reasonably be purchased by students. Common to trades (i.e., Automotive, etc.). Students pay for tool use for each class they are registered for. For more information, see: Policy: *https://policy.uvu.edu/getDisplayFile/5750e62997e4c89872d95657* Course Fee Guidelines: *https://www.uvu.edu/academicscheduling/course_fees.html*
Cross-listing Types *and* **Definitions**	**Curriculum** Curriculum cross-listing provides a way for the same course content to be shared by multiple departments, and provides a degree of visibility (via subject code) in a student's transcript. All curriculum cross-listed courses must use the same course number, title, description, special designation (if applicable), credit ratio, pre-/co-requisites, CLOs, and course-work requirements. USHE Policy R470, **https://ushe.edu/policies/** (section 5.2), prohibits upper/lower division cross-listing, and specifically states: *"5.2. Lower-Division Courses (1000-2999): These courses are for students beginning in the study of a discipline. Lower-division courses offer breadth, foundation, general education, preparation for employment, or preparation for continued study and may serve as prerequisites for upper-division courses. Within the same institution, a lower-division course may not be cross listed with an upper-division course."*
	Section Section-level cross-listing requires the same schedule type, instructional method, meeting pattern, building/room assignment and instructor(s) % of responsibility (in addition to the Curriculum cross-listing requirements). When cross-listing with a "special topics" course, the course number should be similar, and a subtitle is required. If your department is the scheduling authority, YOU are responsible for requesting and maintaining accurate records of the approved cross-listed course sections AND informing the partner department(s) when scheduling changes are necessary. Any change to one section must be reflected on all sections with the same cross-list "Group ID" number. UVU does not allow section "double-booking" for any reason (affects faculty workload and room utilization reporting).
	Canvas Some instructors prefer to cross-list, or combine, two or more of their sections in Canvas. Combining sections in Canvas can make grading and updating content easier throughout a semester. For more information, see https://www.uvu.edu/canvas/faculty/crosslisting.html.

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Part of Term Codes

Miscellanenous

Miscellaneous (aka "Special" or "Z___") Part of Term codes:

1. Must be requested prior to submitting section requests in CourseLeaf CLSS (dates cannot be adjusted later).
2. Start/End dates must include online readings and discussions, all seat time, assignment completion, testing and final submission(s).
3. Codes are unique to the semester they are created in, and do not copy/roll to the next like-semester.
4. Programs eligible for financial aid cannot cross term dates.

To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.

Crossing Standard Terms

The majority of UVU programs and courses are eligible for Financial Aid and therefore cannot cross standard term dates. However, if a program requires ALL students to complete clinical, field or practical experience toward the end of the program (where dates do not align with a standard term), crossing standard term dates may be possible.

According to ***FSA Handbook*** guidance (Volume 3, Chapter 2), a program that includes clinical or practicum work can overlap a standard term ***if ALL conditions apply*** .

When practicum or clinical hours are…

1. required for licensure in occupation being pursued,
2. conducted at outside entity where students are placed (i.e., hospital, fire station, clinic),
3. controlled by outside entity (days and times), ***and***
4. associated with the term in which most of the training occurs.

If a program meets all criteria, terms which include such clinical work are not required to be considered non-standard, nor are such programs required to be considered non-term, even if the clinical work overlaps another term. **This flexibility is limited to required clinical periods** associated with standard term programs (medicine, pharmacy, physical therapy, student teaching) required to obtain a state certificate or license.

All preceding conditions must apply for the academic program to retain standard term status. Otherwise, the entire program becomes a non-standard term, as appropriate. If such a program exists, it is important for the institution to document its treatment in its policies and procedures.

Special Approvals

"Special Approval" restrictions are placed on individual sections to prevent student registration without a manual system approval. This includes:

"**Department Approval Required**" (DE)

Encouraged / Appropriate use: 1) independent study, 2) research, 3) audition, and 4) professional level (license/certification) courses. Approval (override) is given by the primary instructor assigned to the course section.

Discouraged / Inappropriate use: 1) enrollment management, 2) reserving sections for online only programs, and 3) where pre-/co-requisites are (or should be) part of the course design.

"**Contact Internship Coordinator**" (IN)

Required on all Internship course sections. Approval (override) should be given by Internship Coordinator.

"**Late Registration**" (LR)

Automatically applied to sections once they exceed the last registration date (relative to the part of term code and dates applied). "LR" does not replace "DE" or "IN" codes that are already in place. For more information, refer to https://www.uvu.edu/schedule/.

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Subtitles	Subtitles should be added to sections that meet the following criteria: 1. "Topics" courses (repeatable) that vary. 2. Private Lesson courses (by instrument). 3. Independent Study courses. 4. Courses approved for Int'l Study Abroad program (to denote country). The Academic Scheduling Office reserves the right to limit student registration when a subtitle has not been provided by the academic department. For more information, refer to the Academic Scheduling Guidelines.
Visibility	Sections can be made **hidden** or **visible** to student views at any time <u>after</u> student views are opened. However: 1. By hiding an active section, you are forfeiting the assigned classroom. 2. New classroom assignments are subject to availability. 3. Max Enrollment will be decreased to "0". If your department does not intend to offer a section during the current semester, <u>cancel it</u> (or don't create it). Create what is necessary based on planning, and then to meet additional student demand.

STANDARD SECTION NOTES

Canvas Course Materials	This course uses integrated text and materials that students will access via Canvas directly. The charge for these materials is assessed at registration (not through the bookstore) and will appear on the student bill under - Canvas Course Materials/*(publisher)*.
Condensed Delivery *(aka Intersession)*	This course is delivered in a condensed format. ***May also include:*** Week 1 includes online readings and discussions, week 2 includes all seat time, and week 3 includes assignment completion, testing and final submission(s).
Face-to-Face + Online	Course is taught both in person, in a classroom, and via technology. The technology-delivered components include teaching and learning activities and reduces the time traditionally spent in the face-to-face class.
Live Interactive/Video	n/a
Livestream / Livestream + Online	Lecture is held live on specific days and times, but may include an online component. Students participate from home using their own computer or device, and interact with the instructor and classmates on camera.
Mandatory Attendance Day 1 *(as requested)*	Attendance the first day of class is MANDATORY. If you are registered for the course and are not present 15 minutes into the first class meeting, you will lose your seat in the course and must drop. If you are waitlisted, you MUST attend the first day of class to be eligible to register if a seat opens.
Off-Campus Locations *(list may not be all-inclusive)*	This section is held at *[address, city]*.

North Valley

MTECH	Mountainland Technical College, 2301 Ashton Blvd, Lehi
RECSU	Sundance Mountain Resort, 8841 Alpine Loop Scenic Byway, Sundance
SS	Silicon Slope, 2600 Executive Parkway, Lehi
TG	Thanksgiving Point, 2912 Executive Parkway, Lehi
TH	Thanksgiving Point, 2889 West Ashton Blvd, Lehi

South Valley

HSADV	Advanced Learning Center, 161 E 400 N, Salem
HSSF	Spanish Fork High School, 99 N 300 W, Spanish Fork

Other

Adobe	Adobe, 3900 Adobe Way, Lehi
ANGCW	Army National Guard Camp Williams (801) 878-5400, 17800 S Camp Williams Road, Bluffdale
CRFS - general	Capitol Reef Field Station, Pleasant Creek Road, Torrey
CRFS - COMM *(by request)*	Capitol Reef Field Station, Pleasant Creek Road, Torrey. This section includes a mandatory field trip. Please contact the Communications department for additional fee information for travel, food and lodging.
Wasatch	Wasatch Campus, 3111 N College Way, Heber
West Campus (HP)	West Campus (west of I-15), 987 S Geneva Road, Orem
West Campus (NG)	West Campus (west of I-15), 951 S Geneva Road, Orem
WHCOM	556 S Commerce Drive, Orem

Salt Lake Community College

SLCCJC	Salt Lake Community College, Jordan Campus, 3491 W 9000 S, West Jordan
SLCCML	Salt Lake Community College, Miller Campus, 9750 S 300 W, Sandy
SLCCTC	Salt Lake Community College, Taylorsville Campus, 4600 S Redwood Road, SLC
SLCCSC	Salt Lake Community College, South City Campus, 1575 S State Street, SLC

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Part of Term Codes	**Block 1**	This is a 1st block course section. Please refer to Registration Dates and Deadlines for more information (www.uvu.edu/schedule/).
	Block 2	This is a 2nd block course section. Please refer to Registration Dates and Deadlines for more information (www.uvu.edu/schedule/).
Science Labs *(as requested)*	Safety Lab attendance is mandatory. See posting on laboratory room for date. The attendance requirement includes students on the wait list.	
Service Learning	This section requires students to participate in at least 20 hours of community-engaged service.	
SOA Internship	For students enrolled exclusively in SOA Internships. *NOTE: Apply this section note ONLY when department has specifically identified the section as "Off-budget SOA Internship." Approved by Budget Office for Summer only.*	
Structured Learning Assistance	The mathematical content is the same in all sections of this course; however, this section provides additional math help through REQUIRED workshops on learning and homework strategies. For more information see: www.uvu.edu/mathlab/.	
Study Abroad	IOP – (Country) Study Abroad (course dates)	

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[GENERAL]

Condensed
Intersession

Academic Department Schedulers

Subject	*[SSASECT]*	*Any*				
Course	*[SSASECT]*	*Any*				
Section	*[SSASECT]*	**001** - 199	*(Day = Lec begins 7:00am thru 4:59pm)*	**601** - 699	*(Eve = Lec begins 5:00pm or later)*	
		201 - 299	*(Day = Lab begins 7:00am thru 4:59pm)*	**801** - 899	*(Eve = Lab begins 5:00pm or later)*	
Rule Includes / Excludes		--				
Semester (Term)	*[SSASECT]*	*Any*				
Part of Term	*[SSASECT]*	**Z____**				
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed.	*This code is not indicative of class location.*		
Schedule Type	*[SSASECT]*	**F**	**FFO**	**LS**	**LSO**	**X**
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**		
Add Special Approval?	*[SSASECT]*	No				
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	UVU classroom or lab (off-site locations, as approved)	Meeting pattern required: **Yes**		
Section Note Required?	*[SSATEXT]*	**Yes**	**ADD**	"This course is delivered in a condensed format." ***May also include:*** "Week 1 includes online readings and discussions, week 2 includes all seat time, and week 3 includes assignment completion, testing and final submission(s)."		

Comments

1. *Condensed (aka "Intersession") courses meet for the same number of required contact hours, but in a shortened timeframe (1 - 3 weeks). Seat time occurs during Fall break, Spring break, or between Fall and Spring semesters.* ***For example:***

   Week 1: Includes online readings and discussions
   Week 2: Includes all seat time
   Week 3: Includes assignment completion, testing and final submission(s)

2. *Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*

3. *Programs eligible for Financial Aid cannot overlap the start or endpoint of another semester (i.e., a condensed course section beginning in Spring semester cannot end in Summer semester).*

4. *See the Academic Scheduling Guidelines and/or contact the Director of Program Completion - Academic Affairs for more information.*

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No			
Section (Program) **Fees**	*[SSADETL]*	--			
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X_____**	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y_____**	*(Canvas Course Materials charge)*
			ADD	**Z_____**	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	--			
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	--			
URL Required	*[SSASYLB]*	--			
Comments		*Condensed course sections scheduled between Fall and Spring terms* ***must*** *be created in the Spring term to facilitate Financial Aid disbursements.*			

[GENERAL]

Face-to-Face LAB
(credit ratio includes LAB hours only)

Academic Department Schedulers

Subject	*[SSASECT]*	Any
Course	*[SSASECT]*	Any
Section	*[SSASECT]*	**201** - 299 *(Day = Lab begins 7:00am thru 4:59pm)* **801** - 899 *(Eve = Lab begins 5:00pm or later)*
Rule Includes / Excludes		All Face-to-Face LAB courses w/lab-only credit ratios *(i.e., "3:0:9")* not covered by a separate rule.
Semester (Term)	*[SSASECT]*	Any
Part of Term	*[SSASECT]*	1 B1 B2 WC Z____
Budget (Campus)	*[SSASECT]*	**M** Tuition & student fees are assessed. *This code is not indicative of class location.*
Schedule Type	*[SSASECT]*	**X**
Instructional Method	*[SSASECT]*	**LAB**
Add Special Approval?	*[SSASECT]*	No
Visible to student view?	*[SSASECT]*	**Yes**
Location Specific?	*[SSASECT]*	**Yes** UVU classroom or lab Meeting pattern required: **Yes**
Section Note Required?	*[SSATEXT]*	--
Comments		

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No
Section (Program) **Fees**	*[SSADETL]*	--
Degree Program Attribute	*[SSADETL]*	**Yes** **ADD** **X**_____ *(Committee approved Course Lec and/or Course Lab fees)*
		ADD **Y**_____ *(Canvas Course Materials charge)*
		ADD **Z**_____ *(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	--
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*
Field of Study		--
Class		--
Level		--
Program		--
TOPs Code Required?	*[SSAOVRR]*	--
URL Required	*[SSASYLB]*	--
Comments		*If held at a location other than main campus, add Section Note (w/address) and URL. See additional scheduling rules (North Valley, South Valley, Wasatch) for details.*

[GENERAL]

Face-to-Face LEC
(credit ratio includes LEC-only or LEC + LAB hours)

Academic Department Schedulers

Subject	*[SSASECT]*	Any
Course	*[SSASECT]*	Any
Section	*[SSASECT]*	**001** - 199 *(Day = class begins 7:00am thru 4:59pm)* **601** - 699 *(Eve = class begins 5:00pm thru 9:59pm)*
Rule Includes / Excludes		All Face-to-Face LEC courses with a credit ratio that includes **LEC hours only** *("3:3:0")*, or a combination of **LEC + LAB hours** *("3:2:3") when* not covered by a separate rule.
Semester (Term)	*[SSASECT]*	Any
Part of Term	*[SSASECT]*	1 B1 B2 WC Z____
Budget (Campus)	*[SSASECT]*	**M** Tuition & student fees are assessed. *This code is not indicative of class location.*
Schedule Type	*[SSASECT]*	**F**
Instructional Method	*[SSASECT]*	**LEC** **LEL**
Add Special Approval?	*[SSASECT]*	No
Visible to student view?	*[SSASECT]*	**Yes**
Location Specific?	*[SSASECT]*	**Yes** UVU classroom or lab space Meeting pattern required: **Yes**
Section Note Required?	*[SSATEXT]*	--
Comments		

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No
Section (Program) **Fees**	*[SSADETL]*	--
Degree Program Attribute	*[SSADETL]*	**Yes** **ADD** **X**_____ *(Committee approved Course Lec and/or Course Lab fees)*
		ADD **Y**_____ *(Canvas Course Materials charge)*
		ADD **Z**_____ *(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	--
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*
Field of Study		--
Class		--
Level		--
Program		--
TOPs Code Required?	*[SSAOVRR]*	--
URL Required	*[SSASYLB]*	--
Comments		*If held at a location other than main campus, add Section Note (w/address) and URL. See additional scheduling rules (North Valley, South Valley, Wasatch) for details.*

[GENERAL]

Face-to-Face + Livestream
(FLS)

Academic Department Schedulers

Subject	*[SSASECT]*	Any				
Course	*[SSASECT]*	Any				
Section	*[SSASECT]*	**001** - 199	*(Day = Lec begins 7:00am thru 4:59pm)*		**601** - 699	*(Eve = Lec begins 5:00pm or later)*
		201 - 299	*(Day = Lab begins 7:00am thru 4:59pm)*		**801** - 899	*(Eve = Lab begins 5:00pm or later)*
Rule Includes / Excludes						
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z____
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*			
Schedule Type	*[SSASECT]*	**FLS**				
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**		
Add Special Approval?	*[SSASECT]*	No				
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	**Line 1:** Standard meeting pattern, assign to a **UVU bldg/room**. For example: *"MW 1600 - 1650 LA 101"*. **Line 2:** Standard meeting pattern, assign to "**LIVE STREAM**". For example: *"F 1600-1650 LIVE STREAM"*.			
Section Note Required?	*[SSATEXT]*	**Yes**	"Lecture is held live on specific days and times, part face-to-face in a classroom, and part via livestream. For the livestream portion, students will participate from home using their own computer or device, and interact with the instructor and classmates on camera."			
Comments						

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No			
Section (Program) **Fees**	*[SSADETL]*	--			
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**HY**	Hybrid Delivery (applies to FFO, FLS, and LSO)
			ADD	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	--			
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	--			
URL Required	*[SSASYLB]*	**Yes**	**ADD**	https://www.uvu.edu/otl/students/index.html	
Comments		--			

[GENERAL]

Face-to-Face + Online *(FFO)*

Academic Department Schedulers

Subject	*[SSASECT]*	Any				
Course	*[SSASECT]*	Any				
Section	*[SSASECT]*	**001** - 199	*(Day = Lec begins 7:00am thru 4:59pm)*		**601** - 699	*(Eve = Lec begins 5:00pm or later)*
		201 - 299	*(Day = Lab begins 7:00am thru 4:59pm)*		**801** - 899	*(Eve = Lab begins 5:00pm or later)*
Rule Includes / Excludes		Courses certified by the Office of Teaching & Learning for Face-to-Face + Online delivery.				
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z____
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*			
Schedule Type	*[SSASECT]*	**FFO**				
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**		
Add Special Approval?	*[SSASECT]*	No				
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	**Meet Line 1:** Standard meeting pattern, assign to **UVU bldg/room**. For example: *"MW 1600 - 1650 LA 101"*. **Meet Line 2:** No day/time requirement, assign to "**ONLINE**" bldg/room (to capture required online hours).			
Section Note Required?	*[SSATEXT]*	**Yes**	"Course is taught both in person, in a classroom, and via technology. The technology-delivered components include teaching and learning activities and reduces the time traditionally spent in the face-to-face class."			
Comments		*When using Schedule Type "FFO" (Face-to-Face + Online), this rule applies in addition to any specific department rule.*				

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No			
Section (Program) **Fees**	*[SSADETL]*	--			
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**HY**	Hybrid Delivery (applies to FFO, FLS, and LSO)
			ADD	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	--			
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	--			
URL Required	*[SSASYLB]*	**Yes**	**ADD**	https://www.uvu.edu/otl/students/index.html	
Comments		--			

[GENERAL] HSCE - 101

Academic Department Schedulers

Subject	[SSASECT]	Any		
Course	[SSASECT]	Any		
Section	[SSASECT]	**H__**	**J__**	
Rule Includes / Excludes		Excludes courses 3116, 3117 and 3118 for subjects CHIN, FREN, PORT, and SPAN.		
Semester (Term)	[SSASECT]	Any		
Part of Term	[SSASECT]	**HSF** *(full year)*	**HSS** *(semester)*	
Budget (Campus)	[SSASECT]	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*	
Schedule Type	[SSASECT]	**F**	**X**	
Instructional Method	[SSASECT]	**LEC**	**LAB**	**LEL**
Add Special Approval?	[SSASECT]	No		
Visible to student view?	[SSASECT]	**Yes**		
Location Specific?	[SSASECT]	**Yes**	Utah high school locations only (i.e., HSAF, HSPG, HSTV, etc.).	Meeting pattern required: ***No days/times.***
Section Note Required?	[SSATEXT]	--		
Comments	1	*Requested by the Concurrent Enrollment office only.*		
	2	*For HSCE students taught at local high schools, by UVU-approved instructors, using UVU curriculum and assessment.*		

Academic Scheduling Office

Tuition / Fee Waiver	[SSASECT]	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.
Section (Program) **Fees**	[SSADETL]	**Yes**	**ADD**	

Level	Detail	Credits	Amount
UG	CONC*	1	$ 5.00
		2	$ 10.00
		3	$ 15.00

***Waived for private schools:**
HSJD (Juan Diego)
HSLPA (Liahona)

Degree Program Attribute	[SSADETL]	**Yes**	**REMOVE**	**X**_____ *(Committee approved Course Lec and/or Course Lab fees)*
			REMOVE	**Y**_____ *(Canvas Course Materials charge)* ***per Commissioner's Office, 2017***
			REMOVE	**Z**_____ *(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	[SSADETL]	**Yes**	**ADD**	**SD**, 100% *(Off-budget program or recording fee only)*
Schedule Restrictions	[SSARRES]	*As written in course curriculum,* ***PLUS*** *:*		
Field of Study			**REMOVE**	Major code *(if present)*
Class			**ADD**	☑ Include ____ *(blank--no code)*
Level			**ADD**	☑ Exclude **CE** *(default)*
Program			**ADD**	☑ Include **HSCE**
TOPs Code Required?	[SSAOVRR]	**Yes**	**ADD**	**HSC1** *(State-funded / Tuition waived)*
				HSC3 *(Non-contractual, no state funds. Use as directed by Concurrent Enrollment office.)*
URL Required	[SSASYLB]	**Yes**	**ADD**	https://www.uvu.edu/concurrent
DegreeWorks		**Yes**		DegreeWorks must be programmed to exclude some sections from prerequisite checking in Banner. **Email** Kris Clayton when adding a section for any of the following courses:

AUT	BIOL	CJ	ENGR	MAT	MUSC	PHYS
1230	1010 / 1015	1330	1000	1010	1110	1010
	1610 / 1615	1340		1030		
	1620 / 1625					
AVSC	**CHEM**	**DGM**	**IM**	**MECH**	**PES**	**STAT**
1100	1010 / 1015	2130	2800	1010	2400	1040
2150						

Comments	1	*Waitlist = "0" is allowed.*
	2	*All fee types are removed from concurrent enrollment sections because the students are not using UVU facilities.*
	3	*Courses that include a co-requisite may prevent HSCE student registration. Where necessary, Level Restriction "CE" can be removed.*

[GENERAL]

HSCE - 102
EXSC - Fitness for Life

Academic Department Schedulers

Subject	*[SSASECT]*	**EXSC**		
Course	*[SSASECT]*	1097		
Section	*[SSASECT]*	**X01 -** X49		
Rule Includes / Excludes		Online sections for resident/local current high school students only.		
Semester (Term)	*[SSASECT]*	Any		
Part of Term	*[SSASECT]*	B1	B2	
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed.	*This code is not indicative of class location.*
Schedule Type	*[SSASECT]*	**W**		
Instructional Method	*[SSASECT]*	**LEC**		
Add Special Approval?	*[SSASECT]*	No		
Visible to student view?	*[SSASECT]*	**Yes**		
Location Specific?	*[SSASECT]*	**Yes**	**ONLINE**	Meeting pattern required: **No**
Section Note Required?	*[SSATEXT]*	**Yes**	**ADD**	"For current high school students only."
Comments	*1*	*Can be offered any semester, typically during second block.*		
	2	*Requested by the Concurrent Enrollment office only.*		

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.
Section (Program) **Fees**	*[SSADETL]*	**Yes**	**ADD**	

Level	Detail	Credits	Amount
UG	C928	n/a	$ 150.00

Degree Program Attribute	*[SSADETL]*	**Yes**	**REMOVE**	**X**_____ *(Committee approved Course Lec and/or Course Lab fees)*
			REMOVE	**Y**_____ *(Canvas Course Materials charge)* ***per Commissioner's Office, 2017**
			REMOVE	**Z**_____ *(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	**Yes**	**ADD**	**SD**, 100% *(Off-budget program or recording fee only)*
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum,* ***PLUS*** *:*		
Field of Study			**REMOVE**	Major code *(if present)*
Class			**ADD**	☑ Include ____ *(blank--no code)*
Level			**ADD**	☑ Exclude **CE** *(default)*
Program			**ADD**	☑ Include **HSCE**
TOPs Code Required?	*[SSAOVRR]*	**Yes**	**ADD**	**HSC3** *(Non-contractual, no state funds)*
URL Required	*[SSASYLB]*	**Yes**	**ADD**	https://www.uvu.edu/concurrent
Comments	*1*	*Waitlist = "0" is allowed.*		
	2	*All fee types are removed from concurrent enrollment sections because the students are not using UVU facilities.*		

[GENERAL]

HSCE - 103
Languages Bridge Program

Academic Department Schedulers

Subject	[SSASECT]	**CHIN**	**FREN**	**PORT**	**SPAN**
Course	[SSASECT]	3116	3116	3116	3116
		3117	3117	3118	3117
		3118	3118		3118
Section	[SSASECT]	**H__**	**J__**		
Rule Includes / Excludes		State of Utah Language Bridge Program.			
Semester (Term)	[SSASECT]	Any			
Part of Term	[SSASECT]	**HSF** (full year)		**HSS** (semester)	
Budget (Campus)	[SSASECT]	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*		
Schedule Type	[SSASECT]	**F**	**X**		
Instructional Method	[SSASECT]	**LEC**	**LAB**	**LEL**	
Add Special Approval?	[SSASECT]	No			
Visible to student view?	[SSASECT]	**Yes**			
Location Specific?	[SSASECT]	**Yes**	Utah high school locations only (i.e., HSAF, HSPG, HSTV, etc.).		Meeting pattern required: ***No days/times.***
Section Note Required?	[SSATEXT]	--			
Comments	1	*Taught only in high schools and **for current high school students**. Not to be taught on college campus for university students.*			
	2	*Requested by the Concurrent Enrollment office only.*			

Academic Scheduling Office

Tuition / Fee Waiver	[SSASECT]	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.
Section (Program) **Fees**	[SSADETL]	**Yes**	**ADD**	

Level	Detail	Credits	Amount
UG	CONC*	1	$ 5.00
		2	$ 10.00
		3	$ 15.00

***Waived for private schools:**
HSJD (Juan Diego)
HSLPA (Liahona)

Degree Program Attribute	[SSADETL]	**Yes**	**REMOVE**	**X**_____ *(Committee approved Course Lec and/or Course Lab fees)*
			REMOVE	**Y**_____ *(Canvas Course Materials charge)* ***per Commissioner's Office, 2017***
			REMOVE	**Z**_____ *(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	[SSADETL]	**Yes**	**ADD**	**SD**, 100% *(Off-budget program or recording fee only)*
Schedule Restrictions	[SSARRES]	*As written in course curriculum, **PLUS**:*		
Field of Study			**REMOVE**	Major code *(if present)*
Class			**REMOVE**	"**HS**" *(if present)*
Level			**ADD**	☑ Exclude **CE** *(default)*
Program			**ADD**	☑ Include **HSCE**
TOPs Code Required?	[SSAOVRR]	**Yes**	**ADD**	**HSC1** *(State-funded / Tuition waived)*
				HSC3 *(Non-contractual, no state funds. Use as directed by Concurrent Enrollment office.)*
URL Required	[SSASYLB]	**Yes**	**ADD**	https://www.uvu.edu/concurrent
Comments	1	*Waitlist = "0" is allowed.*		
	2	*All fee types are removed from concurrent enrollment sections because the students are not using UVU facilities.*		
	3	*Day & Time are not included on meeting lines (leave blank).* **Hours/Week must be entered manually.**		

[GENERAL]

Individualized
(INV)

Academic Department Schedulers

Subject	*[SSASECT]*	Any				
Course	*[SSASECT]*	Any				
Section	*[SSASECT]*	**I01 -** I99	X01 - X51 [1]			
Rule Includes / Excludes						
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z____
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*			
Schedule Type	*[SSASECT]*	**F**	**W** *(additional coding may apply)*			
Instructional Method	*[SSASECT]*	**INV**				
Add Special Approval?	*[SSASECT]*	**Yes**	**ADD**	**DE**	*At registration, student will see: "Department Approval Required"*	
Visible to student view?	*[SSASECT]*	No				
Location Specific?	*[SSASECT]*	**Yes**	**ADD**	**TBA**	Meeting pattern required: **No**	
			Meeting line does not reflect specific day(s) or time(s), but must exist in Banner (with no day/time) in order to capture required contact hours/week. Building/Room reflect "TBA" to indicate instructor will coordinate 1:1 meetings with students.			
Section Note Required?	*[SSATEXT]*	--				
Comments	*1*	*Online individualized sections should use "X__" section numbers. Refer to "Online" rule for additional coding.*				
	2	*Max enrollment cannot exceed "9" without dean's office / financial manager written approval.*				
	3	*When using Instructional Method "INV" (Individualized), this rule applies* ***in addition to*** *any specific department rule.*				

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No			
Section (Program) **Fees**	*[SSADETL]*	--			
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	--			
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	--			
URL Required	*[SSASYLB]*	--			
Comments		--			

[GENERAL]

Internship
(In Person)

Academic Department Schedulers

Subject	*[SSASECT]*	Any			
Course	*[SSASECT]*	Any			
Section	*[SSASECT]*	**001** - 199			
Rule Includes / Excludes		Any course that includes "Internship" in Banner's official title. Also includes "Cooperative Work Experience", "Correlated Class", and "Field Placement" courses.			
Semester (Term)	*[SSASECT]*	Any			
Part of Term	*[SSASECT]*	**INT**	Mirrors full semester dates and is subject to the same deadlines. Exempts late registration fees for students. Gives departments / students the flexibility to begin an internship at any time during a semester.		
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*		
Schedule Type	*[SSASECT]*	**F**			
Instructional Method	*[SSASECT]*	**SUP**			
Special Approval Required?	*[SSASECT]*	**Yes**	**ADD**	**IN**	*At registration, student will see: "Contact Internship Coordinator"*
Visible to student view?	*[SSASECT]*	**Yes**			
Location Specific?	*[SSASECT]*	**Yes**	**TBA**	Meeting pattern required: **No**	
			Meeting line does not reflect specific day(s) or time(s), but must exist in Banner (with no day/time) in order to capture required contact hours/week. Building/Room reflect "TBA" to indicate internship provider will coordinate time and location with students.		
Section Note Required?	*[SSATEXT]*	--			
Comments	*1*	*Students can register after wait list period ends, but are subject to the Late Registration process (exempting fees and Dean approval).*			
	2	*Coordinate sections through the Internship Services office (https://www.uvu.edu/internships/).*			
	3	*The "Contact Internship Coordinator (IN)" Special Approval code functions the same way "Department Approval Required" (DE) and "Late Registration" (LR) codes do by restricting student registration until the appropriate approval(s) are granted in Banner.*			

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No			
Section (Program) **Fees**	*[SSADETL]*	--			
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	No			
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	No			
URL Required	*[SSASYLB]*	**Yes**	**ADD**	https://www.uvu.edu/internships/	
Comments	*1*	*Verify that the "Cooperative Education" box is checked in Banner > SCADETL > Supplemental Data tab.*			

[GENERAL]

Internship
Online *(subject to AAC and UFLC review/approval)*

Academic Department Schedulers

Subject	*[SSASECT]*	Any			
Course	*[SSASECT]*	Any			
Section	*[SSASECT]*	**X01** - X50			
Rule Includes / Excludes		Any course that includes "Internship" in Banner's official title. Also includes "Cooperative Work Experience", "Correlated Class", and "Field Placement" courses.			
Semester (Term)	*[SSASECT]*	Any			
Part of Term	*[SSASECT]*	**INT**	Mirrors full semester dates and is subject to the same deadlines. Exempts late registration fees for students. Gives departments / students the flexibility to begin an internship at any time during a semester.		
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*		
Schedule Type	*[SSASECT]*	**W**			
Instructional Method	*[SSASECT]*	**SUP**			
Special Approval Required?	*[SSASECT]*	**Yes**	**ADD**	**IN**	*At registration, student will see: "Contact Internship Coordinator"*
Visible to student view?	*[SSASECT]*	**Yes**			
Location Specific?	*[SSASECT]*	**Yes**	**ONLINE**	Meeting pattern required: **No**	
			Meeting line does not reflect specific day(s) or time(s), but must exist in Banner (with no day/time) in order to capture required contact hours/week. Building/Room reflect "TBA" to indicate internship provider will coordinate time and location with students.		
Section Note Required?	*[SSATEXT]*	--			
Comments	*1*	*Students can register after wait list period ends, but are subject to the Late Registration process (exempting fees and Dean approval).*			
	2	*Coordinate sections through the Internship Services office (https://www.uvu.edu/internships/).*			
	3	*The "Contact Internship Coordinator (IN)" Special Approval code functions the same way "Department Approval Required" (DE) and "Late Registration" (LR) codes do by restricting student registration until the appropriate approval(s) are granted in Banner.*			

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No			
Section (Program) **Fees**	*[SSADETL]*	--			
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	No			
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	**Yes**	**ADD**	**INT** *(resident)* **-- or --** DE *(non-resident)*	*Applies to online internship sections only.*
URL Required	*[SSASYLB]*	**Yes**	**ADD**	https://www.uvu.edu/internships/	
Comments	*1*	*Verify that the "Cooperative Education" box is checked in Banner > SCADETL > Supplemental Data tab.*			
	2	*Most internships require students to attend face-to-face at local entity;* ***online internships are rar****e. Submitting coursework through Canvas does NOT make an internship "online".*			

[GENERAL]

Lab Access Fee
(Location-specific)

Academic Department Schedulers

Subject	*[SSASECT]*	**EDEL**	**EDSC**	**ENGL**	**MATH**		**STAT**	
Course	*[SSASECT]*	2200	325G	All	1050	4610	2040	
		325G			3020	4620		
Section	*[SSASECT]*	**001** - 199	*(Day = Lec begins 7:00am thru 4:59pm)*		**601** - 699	*(Eve = Lec begins 5:00pm or later)*		
		201 - 299	*(Day = Lab begins 7:00am thru 4:59pm)*		**801** - 899	*(Eve = Lab begins 5:00pm or later)*		
Rule Includes / Excludes		Lab Access fee applies to specific subject(s), course(s), and computer lab(s) only.						
Semester (Term)	*[SSASECT]*	Any						
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z____		
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*					
Schedule Type	*[SSASECT]*	**F**	**FFO**	**X**				
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**				
Add Special Approval?	*[SSASECT]*	No						
Visible to student view?	*[SSASECT]*	**Yes**						
Location Specific?	*[SSASECT]*	ME 101C	ME 101C	LA 027	LA 006		LA 006	Meeting pattern required: **Yes**
		ME 101D	ME 101D	LA 029				
		Z045, $20	***Z045, $20***	***Z069, $12***	***Z008, $30***		***Z008, $30***	
Section Note Required?	*[SSATEXT]*	--						
Comments		--						

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No			
Section (Program) **Fees**	*[SSADETL]*	--			
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	--			
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	--			
URL Required	*[SSASYLB]*	--			
Comments		--			

[GENERAL]

Live Interactive - 101
Home/Broadcast Site: UVU Students

Academic Department Schedulers

Subject	*[SSASECT]*	Any					
Course	*[SSASECT]*	Any					
Section	*[SSASECT]*	**151** - 155	*(Day = begins 7:00am thru 4:59pm)*		**156** - 160	*(Eve = begins 5:00pm or later)*	
Rule Includes / Excludes		Live Interactive HOME (broadcast) sections.			Live Interactive RECEIVE sections for HSCE students.		
Semester (Term)	*[SSASECT]*	Any					
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z____	
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed.		*This code is not indicative of class location.*		
Schedule Type	*[SSASECT]*	**F**	**FFO**	**X**			
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**			
Add Special Approval?	*[SSASECT]*	No					
Visible to student view?	*[SSASECT]*	**Yes**					
Location Specific?	*[SSASECT]*	**Yes**	Scheduled in LI broadcast-capable classrooms only:		*BA 202*	*CB 107*	*LA 110*
			Meeting pattern required: **Yes**		*BA 204*	*CB 112*	*LA 119*
Section Note Required?	*[SSATEXT]*	--					
Comments	*1*	***HOME*** *section broadcasts TO Live Interactive RECEIVE section(s). Must be cross-listed with 1+ RECEIVE sections.*					
	2	*Students participate in LI broadcast classroom. Instructor must be present in classroom.*					

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No			
Section (Program) **Fees**	*[SSADETL]*	--			
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	--			
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	**Yes**	**ADD**	**V**	
URL Required	*[SSASYLB]*	No			
Comments		--			

[GENERAL]

Live Interactive - 102
Receive Site: Adult Students

Academic Department Schedulers

Subject	[SSASECT]	Any
Course	[SSASECT]	Any
Section	[SSASECT]	**V11 -** V20 V95 - V99 *(reserved for overflow)*
Rule Includes / Excludes		Live Interactive RECEIVE sections. Live Interactive HOME (broadcast) sections, RECEIVE sections for HSCE students.
Semester (Term)	[SSASECT]	Any
Part of Term	[SSASECT]	1 B1 B2 WC Z____
Budget (Campus)	[SSASECT]	**M** Tuition & student fees are assessed. *This code is not indicative of class location.*
Schedule Type	[SSASECT]	**V**
Instructional Method	[SSASECT]	**LEC** **LEL** **LAB**
Add Special Approval?	[SSASECT]	No
Visible to student view?	[SSASECT]	**Yes**
Location Specific?	[SSASECT]	**Yes** North or South Valley locations *(HSWL, MTTP, HSADV, OTSQN, etc.)* Meeting pattern required: **Yes**
Section Note Required?	[SSATEXT]	**Yes** **ADD** "This course section will be held at (location name, address, city)."
Comments	1	*Adult Education students RECEIVE instruction FROM Live Interactive HOME section. Must be cross-listed with a HOME section.*
	2	*Instructor is not present in classroom.*

Academic Scheduling Office

Tuition / Fee Waiver	[SSASECT]	No			
Section (Program) **Fees**	[SSADETL]	--			
Degree Program Attribute	[SSADETL]	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	[SSADETL]	--			
Schedule Restrictions	[SSARRES]	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	[SSAOVRR]	**Yes**	**ADD**	**V**	
URL Required	[SSASYLB]	**Yes**	**ADD**	https://www.uvu.edu/maps/	
Comments		--			

[GENERAL]

Live Interactive - 103
Receive Site: HSCE Students

Academic Department Schedulers

Subject	[SSASECT]	Any		
Course	[SSASECT]	Any		
Section	[SSASECT]	**V21 -** V94		
Rule Includes / Excludes		Live Interactive RECEIVE sections for HSCE students.		Live Interactive HOME (broadcast) sections.
Semester (Term)	[SSASECT]	Any		
Part of Term	[SSASECT]	**HSD**	*(Fall/Spring mirror full semester dates; Summer mirrors Block 1 dates)*	
Budget (Campus)	[SSASECT]	**M**	Tuition & student fees are assessed.	*This code is not indicative of class location.*
Schedule Type	[SSASECT]	**V**		
Instructional Method	[SSASECT]	**LEC**	**LEL**	**LAB**
Add Special Approval?	[SSASECT]	No		
Visible to student view?	[SSASECT]	No		
Location Specific?	[SSASECT]	**Yes**	Utah High School locations only.	Meeting pattern required: **Yes**
Section Note Required?	[SSATEXT]	--		
Comments	1	*HSCE students RECEIVE instruction FROM Live Interactive HOME section. Must be cross-listed with a HOME section.*		
	2	*Instructor is not present in classroom.*		
	3	*Waitlist = "30" is allowed.*		

Academic Scheduling Office

Tuition / Fee Waiver	[SSASECT]	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.
Section (Program) **Fees**	[SSADETL]	**Yes**	**ADD**	

Level	Detail	Credits	Amount
UG	CCL4 *(Fall)*	1	$ 5.00
	CCL2 *(Spr)*	2	$ 10.00
	CCL3 *(Sum)*	3	$ 15.00

Degree Program Attribute	[SSADETL]	**Yes**	**REMOVE**	**X**_____ *(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____ *(Canvas Course Materials charge)**
			REMOVE	**Z**_____ *(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	[SSADETL]	--		
Schedule Restrictions	[SSARRES]	*As written in course curriculum,* ***PLUS*** *:*		
Field of Study		--		
Class		--		
Level		--		
Program			**ADD**	☑ Include HSCE
TOPs Code Required?	[SSAOVRR]	**Yes**	**ADD**	**V**
URL Required	[SSASYLB]	**Yes**	**ADD**	https://www.uvu.edu/concurrent/
Comments	1	**Canvas course materials charge approved by Commissioner's office for HSCE students, April 2017.*		
	2	*Per state law, HSCE students* cannot be charged course/lab fees.		

[GENERAL]

Live Interactive - 104
Receive Site: USHE
*** INACTIVE ***

[GENERAL]

Live Interactive - 105
Home: Stand Alone *(DGM & MGMT only)*

Academic Department Schedulers

Subject	*[SSASECT]*	**DGM**	**MGMT**			
Course	*[SSASECT]*	2570	494R			
		3570				
Section	*[SSASECT]*	**151 -** 155	*(Day = begins 7:00am thru 4:59pm)*		**156 -** 160	*(Eve = begins 5:00pm or later)*
Rule Includes / Excludes		Live Interactive HOME (broadcast) sections.			Live Interactive RECEIVE sections.	
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z____
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*			
Schedule Type	*[SSASECT]*	**F**	**FFO**	**X**		
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**		
Add Special Approval?	*[SSASECT]*	No				
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	**DGM**: Can be scheduled in general classroom or lab. Meeting pattern required: **Yes**			
			MGMT: LI broadcast-capable classrooms only. See "Live Interactive - 101" for details.			
Section Note Required?	*[SSATEXT]*	--				
Comments	*1*	*Students participate in LI broadcast classroom. Instructor is not present in classroom.*				
	2	*Stand alone HOME section (taught by out-of-state instructor) does not broadcast to any RECEIVE section(s).*				
	3	***DGM**: Maintains Zoom software account for teleconferencing. Students must have own device in order to access class.* ***MGMT**: Must coordinate through Media Services to confirm use of UEN's teleconferencing system.*				
	4	***Out-of-State Instructor:** In the event a qualified adjunct faculty cannot be found in Utah, department may hire an adjunct faculty member through an HR-approved third-party temporary employment service. UVU requires SVP-AA and AVP-HR approvals prior to hiring.*				
	5	*Refer to UVU Protocol/Guideline **Out-of-State Performance of Primary Work Duties** (https://www.uvu.edu/policies/docs/out-of-state_performance_of_work_duties_11282018.pdf) -- formalizes restrictions on performing primary work duties outside of Utah.*				
	6	*It is the academic department's responsibility to coordinate the hiring process with UVU's Payroll Manager and HR Director.*				

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No			
Section (Program) **Fees**	*[SSADETL]*	--			
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	--			
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	**Yes**	**ADD**	**V**	
URL Required	*[SSASYLB]*	No			
Comments		--			

[GENERAL]

Livestream
(LS)

Academic Department Schedulers

Subject	*[SSASECT]*	Any				
Course	*[SSASECT]*	Any				
Section	*[SSASECT]*	**001** - 199	*(Day = Lec begins 7:00am thru 4:59pm)*		**601** - 699	*(Eve = Lec begins 5:00pm or later)*
		201 - 299	*(Day = Lab begins 7:00am thru 4:59pm)*		**801** - 899	*(Eve = Lab begins 5:00pm or later)*
Rule Includes / Excludes		Courses certified for Livestream delivery by the Office of Teaching & Learning				
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z____
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*			
Schedule Type	*[SSASECT]*	**LS**				
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**		
Add Special Approval?	*[SSASECT]*	No				
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	**LIVE STREAM**		Meeting pattern required: **Yes**	
Section Note Required?	*[SSATEXT]*	**Yes**	"Lecture is held live on specific days and times, but may include an online component. Students participate from home using their own computer or device, and interact with the instructor and classmates on camera."			
Comments	*1*	*When using Schedule Type "LS" (Livestream), this rule applies* ***in addition to*** *any specific department rule.*				

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No			
Section (Program) **Fees**	*[SSADETL]*	--			
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	--			
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	Yes	**ADD**	**LIVE**	
URL Required	*[SSASYLB]*	Yes	**ADD**	https://www.uvu.edu/otl/students/index.html	
Comments		--			

202240 - 202330: Academic Scheduling Rules

[GENERAL]

Livestream + Online
(LSO)

Academic Department Schedulers

Subject	*[SSASECT]*	Any				
Course	*[SSASECT]*	Any				
Section	*[SSASECT]*	**001** - 199	*(Day = Lec begins 7:00am thru 4:59pm)*		**601** - 699	*(Eve = Lec begins 5:00pm or later)*
		201 - 299	*(Day = Lab begins 7:00am thru 4:59pm)*		**801** - 899	*(Eve = Lab begins 5:00pm or later)*
Rule Includes / Excludes		Courses certified for Livestream + Online delivery by the Office of Teaching & Learning				
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z____
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*			
Schedule Type	*[SSASECT]*	**LSO**				
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**		
Add Special Approval?	*[SSASECT]*	No				
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	**Line 1:** Standard meeting pattern assigned to **"LIVE STREAM"** bldg/room (i.e., *"MW 1600 - 1650 LIVE STREAM"*). **Line 2:** No day/time requirement, assigned to "**ONLINE**" bldg/room (to capture required online hours).			
Section Note Required?	*[SSATEXT]*	**Yes**	"Lecture is held live on specific days and times via livestream, plus an online component. Students will participate from home using their own computer or device, and interact with the instructor and classmates on camera."			
Comments	*1*	*When using Schedule Type "LSO" (Livestream + Online), this rule applies* ***in addition to*** *any specific department rule.*				

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No			
Section (Program) **Fees**	*[SSADETL]*	--			
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**HY**	Hybrid Delivery (applies to FFO, FLS, and LSO)
			ADD	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	--			
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	**Yes**	**ADD**	**LIVE**	
URL Required	*[SSASYLB]*	**Yes**	**ADD**	https://www.uvu.edu/otl/students/index.html	
Comments		--			

202240 - 202330: Academic Scheduling Rules

[GENERAL]						Livestream - CE Home/Broadcast Site: UVU Students
Academic Department Schedulers						
Subject	*[SSASECT]*	Any				
Course	*[SSASECT]*	Any				
Section	*[SSASECT]*	**151** - 155	*(Day = begins 7:00am thru 4:59pm)*		**156** - 160	*(Eve = begins 5:00pm or later)*
Rule Includes / Excludes		Livestream HOME (broadcast) sections.			Livestream RECEIVE sections for HSCE.	
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	1	B1	B2		
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed.	*This code is not indicative of class location.*		
Schedule Type	*[SSASECT]*	**LS**	**LSO**			
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**		
Add Special Approval?	*[SSASECT]*	No				
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	**LIVE STREAM**		Meeting pattern required: **Yes**	
Section Note Required?	*[SSATEXT]*	**Yes**	"Lecture is held live on specific days and times, but may include an online component. Students participate from home using their own computer or device, and interact with the instructor and classmates on camera."			
Comments	*1*	***HOME*** *section broadcasts TO Livestream RECEIVE section(s) for HSCE students. Must be cross-listed with 1+ RECEIVE sections.*				

Academic Scheduling Office					
Tuition / Fee Waiver	*[SSASECT]*	No			
Section (Program) **Fees**	*[SSADETL]*	--			
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	--			
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	**Yes**	**ADD**	**V**	
URL Required	*[SSASYLB]*	**Yes**	**ADD**	https://www.uvu.edu/otl/students/index.html	
Comments		--			

[GENERAL]

Livestream - CE
Receive Site: HSCE Students

Academic Department Schedulers

Subject	*[SSASECT]*	Any		
Course	*[SSASECT]*	Any		
Section	*[SSASECT]*	**V21 -** V94		
Rule Includes / Excludes		Livestream RECEIVE sections for HSCE students.		Livestream HOME (broadcast) sections.
Semester (Term)	*[SSASECT]*	Any		
Part of Term	*[SSASECT]*	**HSD**	*(Fall/Spring mirror full semester dates; Summer will mirror Block 1 dates)*	
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed.	*This code is not indicative of class location.*
Schedule Type	*[SSASECT]*	**LS**	**LSO**	
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**
Add Special Approval?	*[SSASECT]*	No		
Visible to student view?	*[SSASECT]*	No		
Location Specific?	*[SSASECT]*	**Yes**	Utah High School locations only.	Meeting pattern required: **Yes**
Section Note Required?	*[SSATEXT]*	**Yes**	"Lecture is held live on specific days and times, but may include an online component. Students interact with the instructor and classmates on camera."	
Comments	*1*	*HSCE students RECEIVE instruction FROM Livestream HOME section. Must be cross-listed with a HOME section.*		
	2	*Instructor is not present in classroom.*		
	3	*Waitlist = "30" is allowed.*		

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.
Section (Program) **Fees**	*[SSADETL]*	**Yes**	**ADD**	

Level	Detail	Credits	Amount
UG	CCL4 *(Fall)*	1	$ 5.00
	CCL2 *(Spr)*	2	$ 10.00
	CCL3 *(Sum)*	3	$ 15.00

Degree Program Attribute	*[SSADETL]*	**Yes**	**REMOVE**	**X**_____ *(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____ *(Canvas Course Materials charge)**
			REMOVE	**Z**_____ *(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	--		
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum,* ***PLUS*** *:*		
Field of Study		--		
Class		--		
Level		--		
Program			**ADD**	☑ Include HSCE
TOPs Code Required?	*[SSAOVRR]*	**Yes**	**ADD**	**V**
URL Required	*[SSASYLB]*	**Yes**	**ADD**	https://www.uvu.edu/concurrent/
Comments	*1*	**Canvas course materials charge approved by Commissioner's office for HSCE students, April 2017.*		
	2	*Per state law, HSCE students cannot be charged course/lab fees.*		

202240 - 202330: Academic Scheduling Rules

[GENERAL] North Valley Locations

Academic Department Schedulers

Subject	*[SSASECT]*	Any				
Course	*[SSASECT]*	Any				
Section	*[SSASECT]*	**320 - 339**	*(Day = begins 7:00am thru 4:59pm)*		**720 - 739**	*(Eve = begins 5:00pm or later)*
Rule Includes / Excludes						
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z____
Budget (Campus)	*[SSASECT]*	**M**	Tuition is assessed; student fees are waived. *This code is not indicative of class location.*			
Schedule Type	*[SSASECT]*	**F**	**FFO**	**X**		
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**		
Add Special Approval?	*[SSASECT]*	No				
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	TG	Thanksgiving Point *(2912 Executive Pkwy, Lehi)*		Meeting pattern required: **Yes**
			SS	Silicon Slopes Organization *(2600 Executive Pwy, Lehi)*		
Section Note Required?	*[SSATEXT]*	**Yes**	"This section will be held at *[location name]* + *[location address]*."			
Comments	*1*	*Locations listed may not be all inclusive.*				

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No			
Section (Program) **Fees**	*[SSADETL]*	--			
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	--			
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	**Yes**	**ADD**	**NV**	
URL Required	*[SSASYLB]*	**Yes**	**ADD**	https://www.uvu.edu/maps/	
Comments	*1*	North Valley section number trumps LAB section numbers.			

202240 - 202330: Academic Scheduling Rules

[GENERAL]						**Online Local** **Resident / Local Students**
			Academic Department Schedulers			
Subject	*[SSASECT]*	Any				
Course	*[SSASECT]*	Any				
Section	*[SSASECT]*	**X01 -** X97				
Rule Includes / Excludes		Online sections for resident / local students only.				***Excludes: X51 -*** *X59 reserved for non-resident/global online students.*
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z____
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed.	*This code is not indicative of class location.*		
Schedule Type	*[SSASECT]*	**W**				
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**	**INV** *(can be used, where appropriate)*	
Add Special Approval?	*[SSASECT]*	No				
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	**ONLINE**	Meeting pattern required: **No**		
Section Note Required?	*[SSATEXT]*	--				
Comments	*1*	*Can be cross-listed w/Online non-resident sections (X51-X59) with written approval from Financial Manager.*				
	2	*Online **internships** do not follow this rule. See "INTERNSHIP" rule above.*				

			Academic Scheduling Office		
Tuition / Fee Waiver	*[SSASECT]*	No			
Section (Program) **Fees**	*[SSADETL]*	--			
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	--			
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	**Yes**	**ADD**	**INT**	
URL Required	*[SSASYLB]*	**Yes**	**ADD**	https://www.uvu.edu/otl/students/index.html	
Comments	*1*	*Can be cross-listed w/Online non-resident sections (X51-X59) with written approval from Financial Manager.*			

202240 - 202330: Academic Scheduling Rules

[GENERAL]

Online Global
Non-resident / Global Students

Academic Department Schedulers

Subject	[SSASECT]	Any
Course	[SSASECT]	Any
Section	[SSASECT]	**X51 -** X59 Online sections for non-resident / global students.
Rule Includes / Excludes		***Excludes**: X01 - X97 Online sections for resident / local students only.*
		***Excludes:** Aviation, Emergency Services, Technology Management.*
Semester (Term)	[SSASECT]	Any
Part of Term	[SSASECT]	1 B1 B2 WC Z____
Budget (Campus)	[SSASECT]	**M** Tuition & student fees are assessed. *This code is not indicative of class location.*
Schedule Type	[SSASECT]	**W**
Instructional Method	[SSASECT]	**LEC** **LEL** **LAB** **INV** *(can be used, where appropriate)*
Add Special Approval?	[SSASECT]	No
Visible to student view?	[SSASECT]	**Yes**
Location Specific?	[SSASECT]	**Yes** **ONLINE** Meeting pattern required: **No**
Section Note Required?	[SSATEXT]	--
Comments	1	*Can be cross-listed w/Online local sections (X01-X50) with written approval from Financial Manager.*
	2	*Online **internships** do not follow this rule. See "INTERNSHIP" rule above.*
	3	*See college/subject specific rules for non-resident students: Aviation, Emergency Services, and Technology Management.*

Academic Scheduling Office

Tuition / Fee Waiver	[SSASECT]	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.
Section (Program) **Fees**	[SSADETL]	**Yes**	**ADD**	

Level	Detail	Credits	Amount
UG	G911	1	$ 188.00
		2	$ 376.00
		3	$ 564.00

Degree Program Attribute	[SSADETL]	**Yes**	**ADD**	**AG** *(Global Aviation)*
			REMOVE	**X**_____ *(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____ *(Canvas Course Materials charge)*
			REMOVE	**Z**_____ *(Committee approved Lab Access, Software, and/or Tool fees)*
Contract	[SSADETL]	**Yes**	**ADD**	**SD**, 100% *(Off-budget program or recording fee only)*
Schedule Restrictions	[SSARRES]	*As written in course curriculum, **PLUS**:*		
Field of Study			**ADD**	☑ **Include** Major AVIG AVSG GPIL GSTM GVMT
Class		--		
Level		--		
Program		--		
TOPs Code Required?	[SSAOVRR]	**Yes**	**ADD**	**DE**
URL Required	[SSASYLB]	**Yes**	**ADD**	https://www.uvu.edu/aviation
Comments	1	*Can be cross-listed w/Online local sections (X01-X50) with written approval from Financial Manager.*		
	2	*Additional URL can be added as a Section Note (SSATEXT), as needed.*		

[GENERAL] South Valley Locations

Academic Department Schedulers

Subject	*[SSASECT]*	Any				
Course	*[SSASECT]*	Any				
Section	*[SSASECT]*	**340** - 359	*(Day = begins 7:00am thru 4:59pm)*		**740** - 759	*(Eve = begins 5:00pm or later)*
Rule Includes / Excludes						
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z____
Budget (Campus)	*[SSASECT]*	**O**	Tuition is assessed; student fees are waived. *This code is not indicative of class location.*			
Schedule Type	*[SSASECT]*	**F**	**FFO**	**X**		
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**		
Add Special Approval?	*[SSASECT]*	No				
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	HSAM	American Leadership Academy *(898 W 1100 S, Spanish Fork)*		Meeting pattern req'd: **Yes**
Section Note Required?	*[SSATEXT]*	**Yes**	**ADD**	"This section will be held at *[location address]*."		
Comments	*1*	*Locations listed are not all inclusive. Refer to Common Section Notes tab for more information.*				

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No			
Section (Program) **Fees**	*[SSADETL]*	--			
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	No			
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	**Yes**	**ADD**	SF	
URL Required	*[SSASYLB]*	**Yes**	**ADD**	https://www.uvu.edu/maps/	
Comments		--			

[GENERAL]

Wasatch Campus
Heber

Academic Department Schedulers

Subject	*[SSASECT]*	Any				
Course	*[SSASECT]*	Any				
Section	*[SSASECT]*	**360 -** 379	*(Day = begins 7:00am thru 4:59pm)*		**760 -** 779	*(Eve = begins 5:00pm or later)*
Rule Includes / Excludes						
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z____
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed.	*This code is not indicative of class location.*		
Schedule Type	*[SSASECT]*	**F**	**FFO**	**X**		
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**		
Add Special Approval?	*[SSASECT]*	No				
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	**WC** - Wasatch Campus		Meeting pattern required: **Yes**	
Section Note Required?	*[SSATEXT]*	**Yes**	**ADD**	"This section will be held at Wasatch Campus (3111 N College Way, Heber)"		
Comments	*1*	Excludes "WARM" program. See rule "WSB - 101" for more information.				

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No			
Section (Program) **Fees**	*[SSADETL]*	--			
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	--			
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	**Yes**	**ADD**	WC	
URL Required	*[SSASYLB]*	**Yes**	**ADD**	https://www.uvu.edu/wasatch/	
Comments		--			

202240 - 202330: Academic Scheduling Rules

[GENERAL]						Weekend
Academic Department Schedulers						
Subject	*[SSASECT]*	Any				
Course	*[SSASECT]*	Any				
Section	*[SSASECT]*	**380 - 399**	*(Day = begins 7:00am thru 4:59pm)*	**780 - 799**	*(Eve = begins 5:00pm or later)*	
Rule Includes / Excludes		Applies to classes held Friday (beginning 5pm or later) and Saturday				
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	**WC**	Z____			
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed.	*This code is not indicative of class location.*		
Schedule Type	*[SSASECT]*	**F**	**FFO**	**LS**	**LSO**	**X**
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**		
Add Special Approval?	*[SSASECT]*	No				
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	UVU classroom or lab	Meeting pattern required: **Yes**		
Section Note Required?	*[SSATEXT]*	--				
Comments	*1*	*CB may be the preferred building for parking and/or consolidating classes for convenience.*				

Academic Scheduling Office					
Tuition / Fee Waiver	*[SSASECT]*	No			
Section (Program) **Fees**	*[SSADETL]*	--			
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	--			
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	**Yes**	**ADD**	**WK**	
URL Required	*[SSASYLB]*	--			
Comments	*1*	*Lab section number trumps Weekend section number.*			

202240 - 202330: Academic Scheduling Rules

[GENERAL] West Campus

Academic Department Schedulers

Subject	*[SSASECT]*	Any				
Course	*[SSASECT]*	Any				
Section	*[SSASECT]*	**301** - 319	*(Day = begins 7:00am thru 4:59pm)*		**701** - 719	*(Eve = begins 5:00pm or later)*
Rule Includes / Excludes		Section numbers apply to Nat'l Guard building only.				
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z____
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed.	*This code is not indicative of class location.*		
Schedule Type	*[SSASECT]*	F	FFO	X		
Instructional Method	*[SSASECT]*	LEC	LEL	LAB		
Add Special Approval?	*[SSASECT]*	No				
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	**HP** - Health Professions building		Meeting pattern required: **Yes**	
			NG - Nat'l Guard building			
Section Note Required?	*[SSATEXT]*	**Yes**	**ADD**	**HP**: "This course section is held at UVU's West Campus (west of I-15, 951 S Geneva Rd, Orem)."		
				NG: "This course section is held at UVU's West Campus (west of I-15, 987 S Geneva Rd, Orem)."		
Comments	*1*	*National Guard building is open Mon - Thu 8am - 10pm and Fri 8am - 5pm. Closed weekends.*				

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No			
Section (Program) **Fees**	*[SSADETL]*	--			
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	--			
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	**Yes**	**ADD**	NG	*(no code for HP currently)*
URL Required	*[SSASYLB]*	**Yes**	**ADD**	https://www.uvu.edu/maps/	
Comments		--			

[B U] SCHOOL of BUSINESS

WSB - 101
Wasatch Resort Management Program

Academic Department Schedulers

Subject	*[SSASECT]*	**ACC**	**HM**				**MGMT**	**MKTG**
Course	*[SSASECT]*	2010	2500	3100	3390	4200	494R	220G
		2110	3000	3150	3400	4400		2390
			3020	320G	3710	4550		
			3030	3210	4150	481R		

Section	*[SSASECT]*	**415** - 425	*(Day = begins 7:00am thru 4:59pm)*		**915** - 925	*(Eve = begins 5:00pm or later)*	
Rule Includes / Excludes		Wasatch Resort Management Program ("WARM")					
Semester (Term)	*[SSASECT]*	Any					
Part of Term	*[SSASECT]*	1	B1	B2	INT	WC	Z____
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed.	*This code is not indicative of class location.*			
Schedule Type	*[SSASECT]*	**F**	**FFO**	**LS**	**X**		
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**	**SUP**		
Add Special Approval?	*[SSASECT]*	No					
Visible to student view?	*[SSASECT]*	**Yes**					
Location Specific?	*[SSASECT]*	**Yes**	WC building		Meeting pattern required: **Yes**		
Section Note Required?	*[SSATEXT]*	**Yes**	**ADD**	"Wasatch Resort Management Program"			
Comments	*1*	*When offering as Schedule Type "FFO" or "LS", refer to General Rules for additional coding requirements.*					
	2	*When adding/modifying sections, Department Scheduler must indicate "WARM Program" + Rule # in Comments field of CourseLeaf CLSS.*					

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.			
Section (Program) **Fees**	*[SSADETL]*	**Yes**	**ADD**	**Level**	**Detail**	**Credits**	**Amount**
				UG	C929	1	$ 425.00
						2	$ 850.00
						3	$ 1,275.00
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*		
			ADD	**Y**_____	*(Canvas Course Materials charge)*		
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*		
Contract?	*[SSADETL]*	**Yes**	**ADD**	**SD**, 100%	*(Off-budget program or recording fee only)*		
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum,* ***PLUS*** *:*					
Field of Study		--					
Class		--					
Level		--					
Program		**Yes**	**ADD**	☑ Include	BS-HMON	BS-HOSP	BS-HOSW
TOPs Code Required?	*[SSAOVRR]*	**Yes**	**WC**				
URL Required	*[SSASYLB]*	**Yes**	https://www.uvu.edu/wasatch/				
Comments		--					

[B U] SCHOOL of BUSINESS

WSB - 102
ROTC

Academic Department Schedulers

Subject	*[SSASECT]*	**AERO**	**MILS**			
Course	*[SSASECT]*	Any				
Section	*[SSASECT]*	**415** - 425	*(Day = begins 7:00am thru 4:59pm)*		**915** - 925	*(Eve = begins 5:00pm or later)*
Rule Includes / Excludes		ROTC - Military Science				
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z____
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed.	*This code is not indicative of class location.*		
Schedule Type	*[SSASECT]*	**F**	**FFO**	**LS**	**X**	
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**		
Add Special Approval?	*[SSASECT]*	No				
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	UVU classroom or lab		Meeting pattern required: **Yes**	
			AERO may be scheduled at "OTBYU TBA" on request			
Section Note Required?	*[SSATEXT]*	--				
Comments	*1*	*UVU historical agreement*				
	2	*When offering as Schedule Type "FFO" or "LS", refer to General Rules for additional coding requirements.*				

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No			
Section (Program) **Fees**	*[SSADETL]*	--			
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	**Yes**	**ADD**	**SD**, 100%	*(Off-budget program or recording fee only)*
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	--			
URL Required	*[SSASYLB]*	--			
Comments		--			

[E D] SCHOOL of EDUCATION — SOE - 101

Academic Department Schedulers

Subject	*[SSASECT]*	**EDUC**					
Course	*[SSASECT]*	Any					
Section	*[SSASECT]*	**001** - 199	*(Day = begins 7:00am thru 4:59pm)*		**601** - 699	*(Eve = begins 5:00pm or later)*	
		201 - 299	*(Day = begins 7:00am thru 4:59pm)*		**801** - 899	*(Eve = begins 5:00pm or later)*	
Rule Includes / Excludes		All course sections not covered by another rule.					
Semester (Term)	*[SSASECT]*	Any					
Part of Term	*[SSASECT]*	1	B1	B2	EDU	WC	Z____
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*				
Schedule Type	*[SSASECT]*	**F**	**FFO**	**LS**	**X**		
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**			
Add Special Approval?	*[SSASECT]*	No					
Visible to student view?	*[SSASECT]*	**Yes**					
Location Specific?	*[SSASECT]*	**Yes**	ME *(or other UVU building)*			Meeting pattern required: **Yes**	
			Local elementary or secondary school				
Section Note Required?	*[SSATEXT]*	--					
Comments	*1*	*Instructor must be present in the classroom.*					
	2	*"EDU" Part of Term dates must be defined by EDUC department prior to semester roll process. Dates cannot be adjusted later.*					
	3	*If offering as Schedule Type "FFO" or "LS", refer to General Rules for additional coding requirements.*					

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No			
Section (Program) **Fees**	*[SSADETL]*	--			
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	--			
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	--			
URL Required	*[SSASYLB]*	--			
Comments		--			

[E D] SCHOOL of EDUCATION

SOE - 102
Endorsement *(School District)*

Academic Department Schedulers

Subject	*[SSASECT]*	**EDUC** — *Rule approved by Budget Office (Linda Makin) 24-Jun-2011*
Course	*[SSASECT]*	Any
Section	*[SSASECT]*	**415** - 425 *(Day = begins 7:00am thru 4:59pm)* **915** - 925 *(Eve = begins 5:00pm or later)*
Rule Includes / Excludes		**Endorsement Program** - *Courses held at Utah school district locations only*
Semester (Term)	*[SSASECT]*	Any
Part of Term	*[SSASECT]*	1 B1 B2 WC Z____
Budget (Campus)	*[SSASECT]*	**M** Tuition & student fees are assessed. *This code is not indicative of class location.*
Schedule Type	*[SSASECT]*	**F** **FFO** **LS** **X**
Instructional Method	*[SSASECT]*	**LEC** **LEL** **LAB**
Add Special Approval?	*[SSASECT]*	No
Visible to student view?	*[SSASECT]*	**Yes**
Location Specific?	*[SSASECT]*	**Yes** Utah school district locations only *(i.e., "ALPSD")* Meeting pattern required: **Yes**
Section Note Required?	*[SSATEXT]*	**Yes** Include location and EDUC phone number *(i.e. "Alpine School District, (801) 863-7614")*
Comments	*1*	*Instructor must be present in classroom.*
	2	*Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*
	3	*If offering as Schedule Type "FFO" or "LS", refer to General Rules for additional coding requirements.*

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.
Section (Program) **Fees**	*[SSADETL]*	--		
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	

Attribute	Credits	Amount
X619	3	$ 45.00

REMOVE	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
ADD	**Y**_____	*(Canvas Course Materials charge)*
REMOVE	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*

Contract?	*[SSADETL]*	**Yes**	**ADD**	**SD**, 100% *(Off-budget program or recording fee only)*
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*		
Field of Study		--		
Class		--		
Level		--		
Program		--		
TOPs Code Required?	*[SSAOVRR]*	--		
URL Required	*[SSASYLB]*	--		
Comments		--		

[E D] SCHOOL of EDUCATION

SOE - 103
Endorsement *(LI, Home)*

Academic Department Schedulers

Subject	*[SSASECT]*	**EDUC** — *Rule approved by Budget Office (Linda Makin) 24-May-2013.*
Course	*[SSASECT]*	Any
Section	*[SSASECT]*	**415** - 425 *(Day = begins 7:00am thru 4:59pm)* **915** - 925 *(Eve = begins 5:00pm or later)*
Rule Includes / Excludes		**Endorsement Program** - *Live Interactive HOME sections only*
Semester (Term)	*[SSASECT]*	Any
Part of Term	*[SSASECT]*	1 B1 B2 WC Z____
Budget (Campus)	*[SSASECT]*	**M** Tuition & student fees are assessed. *This code is not indicative of class location.*
Schedule Type	*[SSASECT]*	**F** **FFO** **LS** **X**
Instructional Method	*[SSASECT]*	**LEC** **LEL** **LAB**
Add Special Approval?	*[SSASECT]*	No
Visible to student view?	*[SSASECT]*	**Yes**
Location Specific?	*[SSASECT]*	**Yes** Assign approved service centers *only* . Meeting pattern required: **Yes**
Section Note Required?	*[SSATEXT]*	**Yes** Include location and EDUC phone number *(i.e. "NUES = "Northeastern Utah Ed Svcs, (801) 863-7614".*
Comments	*1*	***Video HOME:*** *Broadcasts TO a video RECEIVE section. Must be cross-listed with 1+ RECEIVE sections (see rule #SOE - 104).*
	2	*Must include day / time pattern with building code. Instructor MUST be present in the classroom.*
	3	*Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*
	4	*If offering as Schedule Type "FFO" or "LS", refer to General Rules for additional coding requirements.*

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.
Section (Program) **Fees**	*[SSADETL]*	--		
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	

Attribute	Credits	Amount
X619	3	$ 45.00

	REMOVE	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
	ADD	**Y**_____	*(Canvas Course Materials charge)*
	REMOVE	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract? *[SSADETL]*	**Yes**	**ADD**	**SD**, 100% *(Off-budget program or recording fee only)*

Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*
Field of Study		--
Class		--
Level		--
Program		--
TOPs Code Required?	*[SSAOVRR]*	**Yes** **ADD** **V**
URL Required	*[SSASYLB]*	--
Comments		--

[E D] SCHOOL of EDUCATION

SOE - 104
Endorsement *(LI, Receive)*

Academic Department Schedulers

Subject	*[SSASECT]*	**EDUC**				*Rule approved by Budget Office (Linda Makin) 24-May-2013.*
Course	*[SSASECT]*	Any				
Section	*[SSASECT]*	**V11 - V94**				
Rule Includes / Excludes		**Endorsement Program** - *LI Video RECEIVE sections only*				
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z____
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*			
Schedule Type	*[SSASECT]*	**V**				
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**		
Add Special Approval?	*[SSASECT]*	No				
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	Assign Utah school districts or school locations only.		Meeting pattern required: **Yes**	
Section Note Required?	*[SSATEXT]*	**Yes**	Include location and EDUC phone number *(i.e. RCHHS = "Rich High School, (801) 863-7614".*			
Comments	*1*	***Video RECEIVE:*** *Section is receiving instruction FROM a video HOME section.*				
	2	*Must include day / time pattern with building code. Instructor is NOT present in the classroom.*				
	3	*Must be cross-listed with a video HOME section (see rule #SOE - 103).*				
	4	*Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*				

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.		
Section (Program) **Fees**	*[SSADETL]*	--				
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**Attribute**	**Credits**	**Amount**
				X619	3	$ 45.00
			REMOVE	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*	
			ADD	**Y**_____	*(Canvas Course Materials charge)*	
			REMOVE	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*	
Contract?	*[SSADETL]*	**Yes**	**ADD**	**SD**, 100%	*(Off-budget program or recording fee only)*	
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*				
Field of Study		--				
Class		--				
Level		--				
Program		--				
TOPs Code Required?	*[SSAOVRR]*	**Yes**	**ADD**	**V**		
URL Required	*[SSASYLB]*	--				
Comments		--				

[E D] SCHOOL of EDUCATION

SOE - 105
ABA *(Student Teaching)*

Academic Department Schedulers

Subject	*[SSASECT]*	**EDUC**
Course	*[SSASECT]*	6010 6030 6040 6060 6201 *(changes to "EDAB 6201" Summer 2023)* 6020 6031 6050 6070 6203 *(changes to "EDAB 6203" Summer 2023)*
Section	*[SSASECT]*	**001** - 199 *(Day = Lec begins 7:00am thru 4:59pm)* **601** - 699 *(Eve = Lec begins 5:00pm or later)* **201** - 299 *(Day = Lab begins 7:00am thru 4:59pm)* **801** - 899 *(Eve = Lab begins 5:00pm or later)*
Rule Includes / Excludes		**ABA** -- Student Teaching
Semester (Term)	*[SSASECT]*	Any
Part of Term	*[SSASECT]*	1 B1 B2 WC Z____
Budget (Campus)	*[SSASECT]*	**M** Tuition & student fees are assessed. *This code is not indicative of class location.*
Schedule Type	*[SSASECT]*	**F** **FFO** **LS** **X**
Instructional Method	*[SSASECT]*	**LEC** **LEL** **LAB** **SUP**
Add Special Approval?	*[SSASECT]*	No
Visible to student view?	*[SSASECT]*	**Yes**
Location Specific?	*[SSASECT]*	**Yes** **NB 109** *(or other UVU building/room)* Meeting pattern required: **Yes** **TBA TBA** *(only if assessment of teaching is variable day/time at off-site location)*
Section Note Required?	*[SSATEXT]*	--
Comments	*1*	*If offering as Schedule Type "FFO" or "LS", refer to General Rules for additional coding requirements.*

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No
Section (Program) **Fees**	*[SSADETL]*	**Yes** **ADD**

Level	Course	Detail	Amount
GR	6010 - 6070	C131	$ 515.00
GR	6201	C136	$ 300.00
GR	6203	C136	$ 200.00

Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____ *(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____ *(Canvas Course Materials charge)*
			ADD	**Z**_____ *(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	--		
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*		
Field of Study		--		
Class		--		
Level		--		
Program		--		
TOPs Code Required?	*[SSAOVRR]*	--		
URL Required	*[SSASYLB]*	--		
Comments		--		

[E D] SCHOOL of EDUCATION

SOE - 106
Endorsement *(Science of Literacy)*

Academic Department Schedulers

Subject	[SSASECT]	**EDUC**				
Course	[SSASECT]	520R				
Section	[SSASECT]	**415** - 425	*(Day = Lec/Lab begins 7:00am thru 4:59pm)*	**915** - 925	*(Eve = Lec/Lab begins 5:00pm or later)*	
Rule Includes / Excludes		*Science of Literacy I, II, III, IV*				
Semester (Term)	[SSASECT]	Any				
Part of Term	[SSASECT]	1	B1	B2	WC	Z____
Budget (Campus)	[SSASECT]	**M**	Tuition & student fees are assessed.	*This code is not indicative of class location.*		
Schedule Type	[SSASECT]	**F**	**FFO**	**LS**	**W**	**X**
Instructional Method	[SSASECT]	**LEC**	**LEL**	**LAB**		
Add Special Approval?	[SSASECT]	No				
Visible to student view?	[SSASECT]	**Yes**				
Location Specific?	[SSASECT]	**Yes**	Assign Utah school districts or school locations only.		Meeting pattern required: **No**	
Section Note Required?	[SSATEXT]	**Yes**	**ADD**	"Science of Literacy", *plus*		
				Location and EDUC phone number *(i.e. RCHHS = "Rich High School, 801-863-7614")*.		
Comments	1	*Requires subtitle to identify program module. For example: Sci of Literacy II.*				
	2	*Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*				
	3	*If offering as Schedule Type "FFO", "LS" or "W", refer to General Rules for additional coding requirements.*				
	4	*Professional Development for Early Literacy (2-year program)*				

Academic Scheduling Office

Tuition / Fee Waiver	[SSASECT]	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.		
Section (Program) **Fees**	[SSADETL]	--				
Degree Program Attribute	[SSADETL]	**Yes**	**ADD**	**Attribute**	**Credits**	**Amount**
				X619	3	$ 45.00
			ADD	**LETR**	*(LETR - Science of Literacy)*	
			REMOVE	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*	
			ADD	**Y**_____	*(Canvas Course Materials charge)*	
			REMOVE	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*	
Contract?	[SSADETL]	**Yes**	**ADD**	**SD**, 100%	*(Off-budget program or recording fee only)*	
Schedule Restrictions	[SSARRES]	*As written in course curriculum.*				
Field of Study		--				
Class		--				
Level		--				
Program		--				
TOPs Code Required?	[SSAOVRR]	--				
URL Required	[SSASYLB]	--				
Comments		--				

[E D] SCHOOL of EDUCATION

SOE - 107
Endorsement *(Online, resident/local students)*

Academic Department Schedulers

Subject	*[SSASECT]*	**EDUC**					
Course	*[SSASECT]*	Any					
Section	*[SSASECT]*	**X01 -** X50					
Rule Includes / Excludes		**Endorsement Program** - *Courses held online for resident/local students only*					
Semester (Term)	*[SSASECT]*	Any					
Part of Term	*[SSASECT]*	1	B1	B2	EDU	WC	Z____
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*				
Schedule Type	*[SSASECT]*	**W**					
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**			
Add Special Approval?	*[SSASECT]*	No					
Visible to student view?	*[SSASECT]*	**Yes**					
Location Specific?	*[SSASECT]*	**Yes**	**ONLINE**	Meeting pattern required: **No**			
Section Note Required?	*[SSATEXT]*	**Yes**	**ADD**	Endorsement Program, 801-863-7614			
Comments	*1*	*Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*					

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.		
Section (Program) **Fees**	*[SSADETL]*	--				
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**Attribute**	**Credits**	**Amount**
				X619	**3**	$ 45.00
			REMOVE	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*	
			ADD	**Y**_____	*(Canvas Course Materials charge)*	
			REMOVE	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*	
Contract?	*[SSADETL]*	**Yes**	**ADD**	**SD**, 100%	*(Off-budget program or recording fee only)*	
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*				
Field of Study		--				
Class		--				
Level		--				
Program		--				
TOPs Code Required?	*[SSAOVRR]*	**Yes**	**ADD**	**INT**		
URL Required	*[SSASYLB]*	**Yes**	**ADD**	https://www.uvu.edu/otl/students/index.html		
Comments		--				

[E N] COLLEGE of ENGINEERING & TECHNOLOGY

CEN - 101
AVSC *(CFI - Certified Flight Instructor)*

Academic Department Schedulers

Subject	*[SSASECT]*	**AVSC**				
Course	*[SSASECT]*	2410	2430	2510	4210	4310
Section	*[SSASECT]*	**415** - 425	*(Day = Lec/Lab begins 7:00am thru 4:59pm)*		**915** - 925	*(Eve = Lec/Lab begins 5:00pm or later)*
Rule Includes / Excludes		CFI--Certified Flight Instructor				
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z____
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*			
Schedule Type	*[SSASECT]*	**F**	**FFO**	**LS**	**X**	
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**		
Add Special Approval?	*[SSASECT]*	No	*Not required, but can be applied.*			
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	HA / HB *(Provo Airport)*		Room = **TBA** *(to reflect aircraft and/or simulators, not classrooms)*	
			Meeting pattern required: **No**			
Section Note Required?	*[SSATEXT]*	--				
Comments		*If offering as Schedule Type "FFO" or "LS", refer to General Rules for additional coding requirements.*				

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No			
Section (Program) **Fees**	*[SSADETL]*	--			
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract	*[SSADETL]*	**Yes**	**ADD**	**SD**, 100%	*(Off-budget program or recording fee only)*
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	--			
URL Required	*[SSASYLB]*	**Yes**	**ADD**	https://www.uvu.edu/aviation	
Comments		--			

[E N] COLLEGE of ENGINEERING & TECHNOLOGY

CEN - 102
AVSC *(Flight I - IV)*

Academic Department Schedulers

Subject	*[SSASECT]*	**AVSC**
Course	*[SSASECT]*	1110 1250 2310 2450
Section	*[SSASECT]*	**415** - 425 *(Day = Lec/Lab begins 7:00am thru 4:59pm)* **915** - 925 *(Eve = Lec/Lab begins 5:00pm or later)*
Rule Includes / Excludes		Flight courses (I - IV)
Semester (Term)	*[SSASECT]*	Any
Part of Term	*[SSASECT]*	1 B1 B2 WC Z____
Budget (Campus)	*[SSASECT]*	**M** Tuition & student fees are assessed. *This code is not indicative of class location.*
Schedule Type	*[SSASECT]*	**F**
Instructional Method	*[SSASECT]*	**LEC** **LEL** **LAB**
Add Special Approval?	*[SSASECT]*	No *Not required, but can be applied.*
Visible to student view?	*[SSASECT]*	**Yes**
Location Specific?		**Yes** HA / HB *(Provo Airport)* Meeting pattern required: No
Section Note Required?	*[SSATEXT]*	--
Comments	*1*	Ground AVSC courses (1100, 1240, 2300, 2400, and 2440) do not follow this off-budget Flight scheduling rule. However, they are considered "professional" courses and can include the Department Approval code ("DE") if requested by the department.

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No
Section (Program) **Fees**	*[SSADETL]*	**Yes** **ADD**

Course	Detail	Attribute	Amount
AVSC 1110	F002	**X828**	$ 18,727.00
AVSC 1250	F003	**X829**	$ 17,890.00
AVSC 2310	F004	**X830**	$ 17,890.00
AVSC 2450	F005	**X831**	$ 11,209.00

Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____ *(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____ *(Canvas Course Materials charge)*
			ADD	**Z**_____ *(Committee approved Lab Access, Software, and/or Tool fees)*
Contract	*[SSADETL]*	**Yes**	**ADD**	**SD**, 100% *(Off-budget program or recording fee only)*
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*		
Field of Study		--		
Class		--		
Level		--		
Program		--		
TOPs Code Required?	*[SSAOVRR]*	--		
URL Required	*[SSASYLB]*	**Yes**	**ADD**	https://www.uvu.edu/aviation
Comments				

[E N] COLLEGE of ENGINEERING & TECHNOLOGY

CEN - 103
AVSC *(Online, resident/local students)*

Academic Department Schedulers

Subject	*[SSASECT]*	**AVSC**				
Course	*[SSASECT]*	Any				
Section	*[SSASECT]*	**X01 -** X50				*X51 - X59 reserved for non-resident / global online sections only.*
Rule Includes / Excludes		Online sections for resident/local students only.				Online sections for non-resident / global students.
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z____
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed.		*This code is not indicative of class location.*	
Schedule Type	*[SSASECT]*	**W**				
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**		
Add Special Approval?	*[SSASECT]*	No				
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	ONLINE	Meeting pattern required: **No**		
Section Note Required?	*[SSATEXT]*	--				
Comments		--				

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No								
Section (Program) **Fees**	*[SSADETL]*	--								
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*					
			ADD	**Y**_____	*(Canvas Course Materials charge)*					
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*					
Contract	*[SSADETL]*	--								
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum,* ***PLUS*** *:*								
Field of Study		**Yes**	**ADD**	☑ Exclude Major	AVIG	AVSG	GPIL	GSTM	GVMT	
Class		--								
Level		--								
Program		--								
TOPs Code Required?	*[SSAOVRR]*	**Yes**	**ADD**	**INT**						
URL Required	*[SSASYLB]*	**Yes**	**ADD**	https://www.uvu.edu/aviation						
Comments	*1*	*Stand-alone section. Do not cross-list w/global AVSC sections (X51-X59) w/o written approval from Financial Manager.*								
	2	*Additional URL can be added as a Section Note (SSATEXT), as needed.*								

[E N] COLLEGE of ENGINEERING & TECHNOLOGY

CEN - 104
AVSC *(Online, non-resident students)*

Academic Department Schedulers

Subject	*[SSASECT]*	**AVSC**				
Course	*[SSASECT]*	Any				
Section	*[SSASECT]*	**X51 -** X59				*X01 - X50 reserved for resident / local online sections only.*
Rule Includes / Excludes		Online sections for non-resident / global students only.				Online sections for resident / local students only.
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z____
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed.	*This code is not indicative of class location.*		
Schedule Type	*[SSASECT]*	**W**				
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**		
Add Special Approval?	*[SSASECT]*	No				
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	**ONLINE**	Meeting pattern required: **No**		
Section Note Required?	*[SSATEXT]*	--				
Comments		--				

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.	
Section (Program) **Fees**	*[SSADETL]*	**Yes**	**ADD**		

Level	Detail	Credits	Amount
UG	G912	1	$ 330.00
		2	$ 660.00
		3	$ 990.00

Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**AG**	*(Global Aviation)*
			REMOVE	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			REMOVE	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract	*[SSADETL]*	**Yes**	**ADD**	**SD**, 100%	*(Off-budget program or recording fee only)*
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum,* ***PLUS*** *:*			
Field of Study			**ADD**	☑ **Include** Major AVIG AVSG GPIL GSTM GVMT	
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	Yes	**ADD**	DE	
URL Required	*[SSASYLB]*	Yes	**ADD**	https://www.uvu.edu/aviation	
Comments	*1*	*Stand-alone sections. Do not cross-list w/local AVSC sections (X01-X50) w/o written approval from Financial Manager.*			
	2	*Additional URL can be added as a Section Note (SSATEXT), as needed.*			

[E N] COLLEGE of ENGINEERING & TECHNOLOGY

CEN - 105
TECH *(Online, non-resident students)*

Academic Department Schedulers

Subject	*[SSASECT]*	**TECH**				
Course	*[SSASECT]*	3000	3400	3850		
Section	*[SSASECT]*	**X51 -** X59				
Rule Includes / Excludes		Online sections for non-resident / global students only.				
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z____
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed.	*This code is not indicative of class location.*		
Schedule Type	*[SSASECT]*	**W**				
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**		
Add Special Approval?	*[SSASECT]*	No				
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	**ONLINE**	Meeting pattern required: **No**		
Section Note Required?	*[SSATEXT]*	--				
Comments		--				

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.						
Section (Program) **Fees**	*[SSADETL]*	**Yes**	**ADD**	**Level**	**Detail**	**Credits**	**Amount**			
				UG	G912	1	$ 330.00			
						2	$ 660.00			
						3	$ 990.00			
Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**AG**	*(Global Aviation)*					
			REMOVE	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*					
			ADD	**Y**_____	*(Canvas Course Materials charge)*					
			REMOVE	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*					
Contract	*[SSADETL]*	**Yes**	**ADD**	**SD**, 100%	*(Off-budget program or recording fee only)*					
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum,* ***PLUS*** *:*								
Field of Study		**Yes**	**ADD**	☑	**Include** Major	AVIG	AVSG	GPIL	GSTM	GVMT
Class		--								
Level		--								
Program		--								
TOPs Code Required?	*[SSAOVRR]*	**Yes**	**ADD**	**DE**						
URL Required	*[SSASYLB]*	**Yes**	**ADD**	https://www.uvu.edu/otl/students/index.html						
Comments	*1*	*Stand-alone sections; do not cross-list w/local TECH sections (X01-X50) w/o written approval from Financial Manager.*								
	2	*Additional URL can be added as a Section Note (SSATEXT), as needed.*								

[H P] COLLEGE of HEALTH & PUBLIC SERVICES

CHPS - 101
Criminal Justice *(POST Program)*

Academic Department Schedulers

Subject	*[SSASECT]*	**CJ**
Course	*[SSASECT]*	1800 1810
Section	*[SSASECT]*	**415** - 425 *(Day = begins 7:00am thru 4:59pm)* **915** - 925 *(Eve = begins 5:00pm or later)*
Rule Includes / Excludes		POST Program *(Peace Officer Standards Training)*
Semester (Term)	*[SSASECT]*	Any
Part of Term	*[SSASECT]*	1 B1 B2 WC Z_____
Budget (Campus)	*[SSASECT]*	**M** Tuition & student fees are assessed. *This code is not indicative of class location.*
Schedule Type	*[SSASECT]*	**F** **FFO** **LS**
Instructional Method	*[SSASECT]*	**LEC**
Add Special Approval?	*[SSASECT]*	No
Visible to student view?	*[SSASECT]*	**Yes**
Location Specific?		No **CB 213 + ME 133** *(preferred)* Meeting pattern required: **Yes**
Section Note Required?	*[SSATEXT]*	--
Comments	*1*	*Program is financial aid eligible and cannot cross term dates.*
	2	*Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*
	3	*When offering as Schedule Type "FFO" or "LS", refer to General Rules for additional coding requirements.*
	4	*May require one general classroom PLUS one gymnasium to be scheduled for the same times.*

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.
Section (Program) **Fees**	*[SSADETL]*	**Yes**	**ADD**	

Course	Level	Detail	Amount
CJ 1800	UG	C064	$ 2,100.00
CJ 1810			$ 3,100.00

Degree Program Attribute	*[SSADETL]*		**ADD**	**X**_____ *(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____ *(Canvas Course Materials charge)*
			ADD	**Z**_____ *(Committee approved Lab Access, Software, and/or Tool fees)*
Contract	*[SSADETL]*	**Yes**	**ADD**	**SD**, 100% *(Off-budget program or recording fee only)*
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*		
Field of Study		--		
Class		--		
Level		--		
Program		--		
TOPs Code Required?	*[SSAOVRR]*	No		
URL Required	*[SSASYLB]*	No		
Comments	*1*	*To complete all training required by Utah Peace Officer Standards and Training, contact hours may exceed minimum hours/week.*		

[H P] COLLEGE of HEALTH & PUBLIC SERVICES

CHPS - 102
Criminal Justice *(INTS, Camp Williams)*

Academic Department Schedulers

Subject	*[SSASECT]*	**INTS**
Course	*[SSASECT]*	Any
Section	*[SSASECT]*	**415** - 425 *(Day = begins 7:00am thru 4:59pm)* **915** - 925 *(Eve = begins 5:00pm or later)*
Rule Includes / Excludes		Sections held at Camp Williams only
Semester (Term)	*[SSASECT]*	Any
Part of Term	*[SSASECT]*	1 B1 B2 WC Z_____
Budget (Campus)	*[SSASECT]*	**M** Tuition & student fees are assessed. *This code is not indicative of class location.*
Schedule Type	*[SSASECT]*	**F** **FFO** **LS** **X**
Instructional Method	*[SSASECT]*	**LEC** **LEL** **LAB**
Add Special Approval?	*[SSASECT]*	No
Visible to student view?	*[SSASECT]*	No
Location Specific?	*[SSASECT]*	**Yes** **ANGCW** *(Camp Williams location only)* Meeting pattern required: **No**
Section Note Required?	*[SSATEXT]*	**Yes** **ADD** "Army National Guard - Camp Williams, (801) 878-5400, 17800 S Camp Williams Rd, Bluffdale, UT"
Comments	*1*	*Program is not Financial Aid eligible. Special Part of Term code dates can cross semesters, if needed.*
	2	*Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*
	3	Grade mode = "S" (standard letter grade)
	4	*When offering as Schedule Type "FFO" or "LS", refer to General Rules for additional coding requirements.*

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	**Yes** ☑ Waives regular tuition and student fees. Off-budget (per credit) fees apply.
Section (Program) **Fees**	*[SSADETL]*	**Yes** **ADD**

Level	Detail	Credits	Amount
UG	C925	1	$ 20.00
		2	$ 40.00
		3	$ 60.00

Degree Program Attribute	*[SSADETL]*	**REMOVE**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
		REMOVE	**Y**_____	*(Canvas Course Materials charge)*
		REMOVE	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	**Yes** **ADD**	**SD**, 100%	*(Off-budget program or recording fee only)*
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*		
Field of Study		**Yes** **ADD**	☑ **Include** Major	INTS
Class		--		
Level		--		
Program		--		
TOPs Code Required?	*[SSAOVRR]*	--		
URL Required	*[SSASYLB]*	--		
Comments		All INTS courses are taught at Camp Williams by US Army personnel and *not by UVU instructors.*		

[H P] COLLEGE of HEALTH & PUBLIC SERVICES

CHPS - 103
Emergency Services *(supported/off-budget, $30/credit)*

Academic Department Schedulers

Subject	*[SSASECT]*	**ESEC**	**ESFF**		**ESFO**		**ESMG**	**ESWF**
Course	*[SSASECT]*	3060	1010	1370	1350	2310	489R	All *(excludes 1400)*
		3210 - 3255	1210	1380	2030	211A	491R	
		4210 - 4240	1220	2410	2100	211B	492R	
			1340	2420	2110		493R	

Section	*[SSASECT]*	**415** - 425	*(Day = begins 7:00am thru 4:59pm)*		**915** - 925	*(Eve = begins 5:00pm or later)*
Rule Includes / Excludes		**Excludes**: All 6000+ level courses				
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z_____
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*			
Schedule Type	*[SSASECT]*	**F**	**FFO**	**LS**	**LSO**	**X**
Instructional Method	*[SSASECT]*	**INV**	**LEC**	**LEL**	**LAB**	**SUP** *(excludes Internship)*
Add Special Approval?	*[SSASECT]*	**Yes**	**ADD**	**DE**	*At registration, student will see: "Department Approval Required"*	
			Not required.			
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	**Local entities only** *(hospital, clinic, fire station) OTHOSP TBA or OTFIRE TBA.*			Meeting pattern required: **No**
Section Note Required?	*[SSATEXT]*	--				

Comments

1. *Agreements exist w/outside entities (i.e., UFRA) to offer these courses. Students initially register with, pay tuition to, and receive instruction from outside entities. To receive UVU credit, students must register for UVU course(s) and pay a $30/credit off-budget fee.*
2. *The majority of UVU programs and courses are eligible for Financial Aid and therefore cannot cross standard term dates. However, if a program requires ALL students to complete clinical, field or practical experience toward the end of the program (where dates do not align with a standard term), crossing standard term dates may be possible.* ***Refer to Introduction, Part of Term Codes, for more information.***
3. *Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in rare cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*
4. *When offering as Schedule Type "FFO", "LS" or "LSO", refer to General Rules for additional coding requirements.*

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.
Section (Program) **Fees**	*[SSADETL]*	**Yes**	**ADD**	

Level	Detail	Credits	Amount
UG	C917	1	$ 30.00
		2	$ 60.00
		3	$ 90.00

Degree Program Attribute	*[SSADETL]*	**REMOVE**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
		REMOVE	**Y**_____	*(Canvas Course Materials charge)*
		REMOVE	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	**Yes**	**ADD**	**SD**, 100% *(Off-budget program or recording fee only)*
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*		
Field of Study		--		
Class		--		
Level		--		
Program		--		
TOPs Code Required?	*[SSAOVRR]*	--		
URL Required	*[SSASYLB]*	--		
Comments		--		

[H P] COLLEGE of HEALTH & PUBLIC SERVICES

CHPS - 104
Emergency Services *(RCA, $2400)*

Academic Department Schedulers

Subject	*[SSASECT]*	**ESFF**				
Course	*[SSASECT]*	250A	250B			
Section	*[SSASECT]*	**415** - 425	*(Day = begins 7:00am thru 4:59pm)*		**915** - 925	*(Eve = begins 5:00pm or later)*
Rule Includes / Excludes		**Firefighter Recruit Candidate Academy**				
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z_____
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed.	*This code is not indicative of class location.*		
Schedule Type	*[SSASECT]*	**F**	**FFO**	**LS**		
Instructional Method	*[SSASECT]*	**LEL**				
Add Special Approval?	*[SSASECT]*	**Yes**	**ADD**	**DE**	*At registration, student will see: "Department Approval Required"*	
			Not required.			
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	**ES building** *(Provo Airport)*	Meeting pattern required: **Yes**		
Section Note Required?	*[SSATEXT]*	--				
Comments	*1*	*Program is financial aid eligible and cannot cross term dates.*				
	2	*Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*				
	3	*When offering as Schedule Type "FFO" or "LS", refer to General Rules for additional coding requirements.*				

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.
Section (Program) **Fees**	*[SSADETL]*	**Yes**	**ADD**	

Level	Detail	Credits	Amount
UG	C926	--	$ 2,400.00

Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____ *(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____ *(Canvas Course Materials charge)*
			ADD	**Z**_____ *(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	**Yes**	**ADD**	**SD**, 100% *(Off-budget program or recording fee only)*
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*		
Field of Study		--		
Class		--		
Level		--		
Program		--		
TOPs Code Required?	*[SSAOVRR]*	--		
URL Required	*[SSASYLB]*	--		
Comments		--		

[H P] COLLEGE of HEALTH & PUBLIC SERVICES

CHPS - 105
Emergency Services *(Face-to-Face, on-budget)*

Academic Department Schedulers

Subject	*[SSASECT]*	Any				
Course	*[SSASECT]*	Any				
Section	*[SSASECT]*	**001** - 199	*(Day = Lec begins 7:00am thru 4:59pm)*		**601** - 699	*(Eve = Lec begins 5:00pm or later)*
		201 - 299	*(Day = Lab begins 7:00am thru 4:59pm)*		**801** - 899	*(Eve = Lab begins 5:00pm or later)*
		I01 - I99	*Individualized*			
Rule Includes / Excludes		**Includes:**	Face-to-Face, on-budget course sections.			
		Excludes:	Off-budget course sections (covered by separate rule), and Internships.			
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	1	B1	B2	INT	WC	Z_____
Budget (Campus)	*[SSASECT]*	**O**	Tuition is assessed; student fees are waived. *This code is not indicative of class location.*			
Schedule Type	*[SSASECT]*	**F**	**FFO**	**X**		
Instructional Method	*[SSASECT]*	**INV**	**LEC**	**LEL**	**LAB**	
Add Special Approval?	*[SSASECT]*	**Yes**	**ADD**	**DE**	*At registration, student will see: "Department Approval Required"*	
			Not required.			
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	**ES building** *(Provo Airport)* or Main Campus		Meeting pattern required: **Yes** *(not for INV)*	
Section Note Required?	*[SSATEXT]*	**Yes**				
Comments	*1*	*Program is financial aid eligible and cannot cross term dates.*				
	2	*Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*				
	3	*When offering as Schedule Type "FFO" or "LS", refer to General Rules for additional coding requirements.*				

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No			
Section (Program) **Fees**	*[SSADETL]*	--			
Degree Program Attribute	*[SSADETL]*		**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract	*[SSADETL]*	--			
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	*[SSAOVRR]*	--			
URL Required	*[SSASYLB]*	--			
Comments		--			

[H P] COLLEGE of HEALTH & PUBLIC SERVICES

CHPS - 106
Emergency Services *(Rotation @ outside entities, Day)*

Academic Department Schedulers

Subject	*[SSASECT]*	**ESEC**
Course	*[SSASECT]*	3220 - 3225 3240 - 3245 4220 - 4230 3230 - 3235 3250 - 3255 4240
Section	*[SSASECT]*	**001** - 199 *(Day = begins 7:00am thru 4:59pm)* **201** - 299 *(Day = Lab begins 7:00am thru 4:59pm)*
Rule Includes / Excludes		**Includes**: Rotation-based practical experiences held at outside entities (hospitals, clinics, fire stations, etc.). **Excludes**: Off-budget course sections (covered by separate rule).
Semester (Term)	*[SSASECT]*	Any
Part of Term	*[SSASECT]*	1 B1 B2 WC Z_____
Budget (Campus)	*[SSASECT]*	**O** Tuition is assessed; student fees are waived. *This code is not indicative of class location.*
Schedule Type	*[SSASECT]*	**F** **FFO** **X**
Instructional Method	*[SSASECT]*	**LEC** **LEL** **LAB**
Add Special Approval?	*[SSASECT]*	**Yes** **ADD** **DE** *At registration, student will see: "Department Approval Required"* *Not required.*
Visible to student view?	*[SSASECT]*	**Yes**
Location Specific?	*[SSASECT]*	**Yes** *If* **OTHOSP** TBA or **OTFIRE** TBA *(hospitals, clinics, fire stations, etc.).* Meeting pattern required: **No** *If* **ES**, **TG**, or **TH** TBA --or-- a specific classroom/lab. Meeting pattern required: **Yes** *(includes days, not times due to rotations)* *
Section Note Required?	*[SSATEXT]*	**Yes** *"Students participate in rotation-based assignments held at outside entities (variable days, times, locations)."*
Comments	*1*	*Rule applies only to ESEC courses that cannot be reflected accurately in Banner due to the rotation-based student assignments held at outside entities (hospitals, clinics, fire stations, etc.). Meeting patterns (days/times) do not apply.*
	2	*Program is financial aid eligible and cannot cross term dates.*
	3	*The majority of UVU programs and courses are eligible for Financial Aid and therefore cannot cross standard term dates. However, if a program requires ALL students to complete clinical, field or practical experience toward the end of the program (where dates do not align with a standard term), crossing standard term dates may be possible.* ***Refer to Introduction, Part of Term Codes, for more information.***
	4	*Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*
	5	*When offering as Schedule Type "FFO", refer to General Rules for additional coding requirements.*
	6	*Occasional classroom need must be requested as 'Supplemental time' through the Academic Scheduling office.*

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No
Section (Program) **Fees**	*[SSADETL]*	--
Degree Program Attribute	*[SSADETL]*	**ADD** **X**_____ *(Committee approved Course Lec and/or Course Lab fees)* **ADD** **Y**_____ *(Canvas Course Materials charge)* **ADD** **Z**_____ *(Committee approved Lab Access, Software, and/or Tool fees)*
Contract	*[SSADETL]*	--
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*
Field of Study		--
Class		--
Level		--
Program		--
TOPs Code Required?	*[SSAOVRR]*	--
URL Required	*[SSASYLB]*	--
Comments	*1*	*Rule applies only to ESEC courses that cannot be reflected accurately in Banner due to the rotation-based student assignments held at outside entities (hospitals, clinics, fire stations, etc.). Meeting patterns (days/times) do not apply.*
	2	*Specific rooms in ES, TG, or TH must be scheduled as a separate event ("credit class") in 25Live (MTWRF 0800-1650) to accommodate rotation schedules.*

[H P] COLLEGE of HEALTH & PUBLIC SERVICES

CHPS - 107
Emergency Services *(Face-to-Face, Evening)*

Academic Department Schedulers

Subject	*[SSASECT]*	**ESEC**
Course	*[SSASECT]*	3220 - 3225 3240 - 3245
		3230 - 3235 3250 - 3255
Section	*[SSASECT]*	**601** - 699 *(Eve = Lec begins 5:00pm or later)*
		801 - 899 *(Eve = Lab begins 5:00pm or later)*
Rule Includes / Excludes		**Includes**: Face-to-Face, on-budget course sections. **Excludes**: Off-budget course sections (covered by separate rule).
Semester (Term)	*[SSASECT]*	Any
Part of Term	*[SSASECT]*	1 B1 B2 WC Z_____
Budget (Campus)	*[SSASECT]*	**O** Tuition is assessed; student fees are waived. *This code is not indicative of class location.*
Schedule Type	*[SSASECT]*	**F** **FFO** **X**
Instructional Method	*[SSASECT]*	**LEC** **LEL** **LAB**
Add Special Approval?	*[SSASECT]*	**Yes** **ADD** **DE** *At registration, student will see: "Department Approval Required"* *Not required.*
Visible to student view?	*[SSASECT]*	**Yes**
Location Specific?	*[SSASECT]*	**Yes** ES building (Provo Airport) or Main Campus. Meeting pattern required: **Yes**
Section Note Required?	*[SSATEXT]*	No
Comments	*1*	*Program is financial aid eligible and cannot cross term dates.*
	2	*The majority of UVU programs and courses are eligible for Financial Aid and therefore cannot cross standard term dates. However, if a program requires ALL students to complete clinical, field or practical experience toward the end of the program (where dates do not align with a standard term), crossing standard term dates may be possible.* ***Refer to Introduction, Part of Term Codes, for more information.***
	3	*Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*
	4	*When offering as Schedule Type "FFO", refer to General Rules for additional coding requirements.*

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No
Section (Program) **Fees**	*[SSADETL]*	--
Degree Program Attribute	*[SSADETL]*	**ADD** **X**_____ *(Committee approved Course Lec and/or Course Lab fees)*
		ADD **Y**_____ *(Canvas Course Materials charge)*
		ADD **Z**_____ *(Committee approved Lab Access, Software, and/or Tool fees)*
Contract	*[SSADETL]*	--
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*
Field of Study		--
Class		--
Level		--
Program		--
TOPs Code Required?	*[SSAOVRR]*	--
URL Required	*[SSASYLB]*	--
Comments		

[H P] COLLEGE of HEALTH & PUBLIC SERVICES

CHPS - 108
Emergency Services *(online, resident students)*

Academic Department Schedulers

Subject	*[SSASECT]*	Any
Course	*[SSASECT]*	Any
Section	*[SSASECT]*	**X01 -** X50 ***Excludes:*** *X51 - X59 reserved for Non-resident /Global online sections only.*
Rule Includes / Excludes		**Includes:** Online sections for Resident/Local students only. ***Excludes:*** *Online sections for Non-resident /Global students.*
Semester (Term)	*[SSASECT]*	Any
Part of Term	*[SSASECT]*	1 B1 B2 WC Z____
Budget (Campus)	*[SSASECT]*	**O** Tuition is assessed; student fees are waived. *This code is not indicative of class location.*
Schedule Type	*[SSASECT]*	**W**
Instructional Method	*[SSASECT]*	**LEC** **INV** *(can be used, where appropriate)*
Add Special Approval?	*[SSASECT]*	**Yes** **ADD** **DE** *At registration, student will see: "Department Approval Required"* *Not required.*
Visible to student view?	*[SSASECT]*	**Yes**
Location Specific?	*[SSASECT]*	**Yes** **ONLINE** Meeting pattern required: No
Section Note Required?	*[SSATEXT]*	--
Comments	*1*	*Program is financial aid eligible and cannot cross term dates.*
	2	*Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*
	3	*Can be cross-listed w/Online Non-resident /Global sections (X51-X59) with written approval from Financial Manager.*

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No
Section (Program) **Fees**	*[SSADETL]*	No
Degree Program Attribute	*[SSADETL]*	**ADD** **X**_____ *(Committee approved Course Lec and/or Course Lab fees)*
		ADD **Y**_____ *(Canvas Course Materials charge)*
		ADD **Z**_____ *(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	No
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*
Field of Study		--
Class		--
Level		--
Program		--
TOPs Code Required?	*[SSAOVRR]*	**Yes** **ADD** **INT**
URL Required	*[SSASYLB]*	**Yes** **ADD** https://www.uvu.edu/otl/students/index.html
Comments		

[H P] COLLEGE of HEALTH & PUBLIC SERVICES

CHPS - 109
Emergency Services *(online, non-resident students)*

Academic Department Schedulers

Subject	*[SSASECT]*	**ES**	**ESAF**	**ESEC**	**ESFF**	**ESFO**	**ESMG**	**ESWF**
Course	*[SSASECT]*	All	All	All	All	All	All *(excludes 6000+)*	All
Section	*[SSASECT]*							
Section	*[SSASECT]*	**X51 -** X59	***Excludes:*** *X01 - X50 reserved for Resident /Local online sections only.*					
Rule Includes / Excludes		**Includes:** Online sections for Non-Resident/Global students only.				***Excludes:*** *Online sections for Resident /Local students.*		
Semester (Term)	*[SSASECT]*	Any						
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z_____		
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*					
Schedule Type	*[SSASECT]*	**W**						
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**				
Add Special Approval?	*[SSASECT]*	**Yes**	**ADD** *Not required.*	**DE**	*At registration, student will see: "Department Approval Required"*			
Visible to student view?	*[SSASECT]*	**Yes**						
Location Specific?	*[SSASECT]*	**Yes**	**ONLINE**	Meeting pattern required: No				
Section Note Required?	*[SSATEXT]*	--						
Comments	*1*	*Program is financial aid eligible and cannot cross term dates.*						
	2	*Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*						
	3	*Can be cross-listed w/Online Resident /Local sections (X01-X50) with written approval from Financial Manager.*						

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.			
Section (Program) **Fees**	*[SSADETL]*	**Yes**	**ADD**	**Level**	**Detail**	**Credits**	**Amount**
				UG	C915	1	$ 260.00
						2	$ 520.00
						3	$ 780.00
Degree Program Attribute	*[SSADETL]*	**Yes**	**REMOVE**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*		
			ADD	**Y**_____	*(Canvas Course Materials charge)*		
			REMOVE	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*		
Contract?	*[SSADETL]*	**Yes**	**ADD**	**SD**, 100%	*(Off-budget program or recording fee only)*		
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum,* ***PLUS*** *:*					
Field of Study		--					
Class		--					
Level		--					
Program			**ADD**	☑ Include	AAS-EMSO	AS-EMSO	BS-EMSG
TOPs Code Required?	*[SSAOVRR]*	**Yes**	**ADD**	**DEOT**			
URL Required	*[SSASYLB]*	**Yes**	**ADD**	https://www.uvu.edu/otl/students/index.html			
Comments	*1*	*Additional URL can be added as a Section Note, if needed.*					

[H P] COLLEGE of HEALTH & PUBLIC SERVICES

CHPS - 110
Emergency Services *(AFO, $260/credit)*

Academic Department Schedulers

Subject	*[SSASECT]*	**ESAF**					
Course	*[SSASECT]*	2100	2110	2120	2140		
Section	*[SSASECT]*	**001** - 199	*(Day = begins 7:00am thru 4:59pm)*			**601** - 699	*(Eve = begins 5:00pm thru 9:59pm)*
		201 - 299	*(Day = Lab begins 7:00am thru 4:59pm)*			**801** - 899	*(Eve = Lab begins 5:00pm or later)*
Rule Includes / Excludes							
Semester (Term)	*[SSASECT]*	Any					
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z_____	
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*				
Schedule Type	*[SSASECT]*	**F**	**FFO**	**LS**	**X**		
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**			
Add Special Approval?	*[SSASECT]*	**Yes**	**ADD**	**DE**	*At registration, student will see: "Department Approval Required"*		
			Not required.				
Visible to student view?	*[SSASECT]*	**Yes**					
Location Specific?		**Yes**	Building/Room: **ES** ___		Meeting pattern required: **Yes**		
Section Note Required?	*[SSATEXT]*	--					
Comments	*1*	*Program is financial aid eligible and cannot cross term dates.*					
	2	*Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*					
	3	*When offering as Schedule Type "FFO" or "LS", refer to General Rules for additional coding requirements.*					

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	No					
Section (Program) **Fees**	*[SSADETL]*	**Yes**	**ADD**				

Level	Detail	Credits	Amount
UG	C915	1	$ 260.00
		2	$ 520.00
		3	$ 780.00

Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____ *(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____ *(Canvas Course Materials charge)*
			ADD	**Z**_____ *(Committee approved Lab Access, Software, and/or Tool fees)*
Contract	*[SSADETL]*	--		
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*		
Field of Study		--		
Class		--		
Level		--		
Program		--		
TOPs Code Required?	*[SSAOVRR]*	--		
URL Required	*[SSASYLB]*	--		
Comments		--		

[U C] UNIVERSITY COLLEGE

CHSS - 101
Languages *(ESL)*

Academic Department Schedulers

Subject	*[SSASECT]*	**ESL**				
Course	*[SSASECT]*	Any				
Section	*[SSASECT]*	**415** - 425	*(Day = begins 7:00am thru 4:59pm)*		**915** - 925	*(Eve = begins 5:00pm or later)*
Rule Includes / Excludes						
Semester (Term)	*[SSASECT]*	Any				
Part of Term	*[SSASECT]*	1	B1	B2	WC	Z____
Budget (Campus)	*[SSASECT]*	**M**	Tuition & student fees are assessed.	*This code is not indicative of class location.*		
Schedule Type	*[SSASECT]*	**F**	**FFO**	**LS**	**X**	
Instructional Method	*[SSASECT]*	**LEC**	**LEL**	**LAB**		
Add Special Approval?	*[SSASECT]*	No				
Visible to student view?	*[SSASECT]*	**Yes**				
Location Specific?	*[SSASECT]*	**Yes**	**LA** ___ *(or other UVU building/room)*		Meeting pattern required: **Yes**	
Section Note Required?	*[SSATEXT]*	--				
Comments	*1*	*When offering as Schedule Type "FFO" or "LS", refer to General Rules for additional coding requirements.*				

Academic Scheduling Office

Tuition / Fee Waiver	*[SSASECT]*	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.
Section (Program) **Fees**	*[SSADETL]*	**Yes**	**ADD**	

Level	Detail	Credits	Amount		Detail	Amount
UG *All semesters*	**C913** *All semesters*	1	$ 153.18	+		$ 18.22
		2	$ 306.36	+	**OBF4 =** *Fall*	$ 36.44
		3	$ 459.54	+	**OBF2 =** *Spring*	$ 54.66
		4	$ 612.72	+	**OBF3 =** *Sum*	$ 72.88
		5	$ 765.90	+		$ 91.10

Degree Program Attribute	*[SSADETL]*	**Yes**	**ADD**	**X**_____ *(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____ *(Canvas Course Materials charge)*
			ADD	**Z**_____ *(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	*[SSADETL]*	**Yes**	**ADD**	**SD**, 100% *(Off-budget program or recording fee only)*
Schedule Restrictions	*[SSARRES]*	*As written in course curriculum.*		
Field of Study		--		
Class		--		
Level		--		
Program		--		
TOPs Code Required?	*[SSAOVRR]*	--		
URL Required	*[SSASYLB]*	--		
Comments		--		

[SUMMER ONLY PROGRAMS] COS - INSTRUCTOR CERTIFICATION

Academic Department Schedulers

Subject	[SSASECT]	**BIOL**	**CHEM**	**GEO**	**PHYS**	
Course	[SSASECT]	525R	525R	525R	425R	
Section	[SSASECT]	**415** - 425	*(Day = begins 7:00am thru 4:59pm)*		**915** - 925	*(Eve = begins 5:00pm or later)*
Rule Includes / Excludes		For College of Science instructor certifications only				
Semester (Term)	[SSASECT]	Summer				
Part of Term	[SSASECT]	1	B1	B2	WC	Z____
Budget (Campus)	[SSASECT]	**M**	Tuition & student fees are assessed.	*This code is not indicative of class location.*		
Schedule Type	[SSASECT]	**F**	**FFO**	**LS**	**X**	
Instructional Method	[SSASECT]	**LEC**	**LEL**	**LAB**		
Add Special Approval?	[SSASECT]	No				
Visible to student view?	[SSASECT]	**Yes**				
Location Specific?	[SSASECT]	No				
Section Note Required?	[SSATEXT]	**Yes**	**ADD**	"This section is for Instructors only. A $45.00 recording fee is required."		
Comments	1	Cannot cross term dates.				
	2	*Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*				
	3	*When offering as Schedule Type "FFO" or "LS", refer to General Rules for additional coding requirements.*				
	4	*Once student registers, they submit a $45 application/recording fee payment to the Cashier's office.*				

Academic Scheduling Office

Tuition / Fee Waiver	[SSASECT]	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.	
Section (Program) **Fees**	[SSADETL]	--			
Degree Program Attribute	[SSADETL]	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	[SSADETL]	**Yes**	**ADD**	**SD**, 100%	*(Off-budget program or recording fee only)*
Schedule Restrictions	[SSARRES]	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	[SSAOVRR]	--			
URL Required	[SSASYLB]	--			
Comments		--			

[SUMMER ONLY PROGRAMS]

COS - MATH STEP
National Science Foundation

Academic Department Schedulers

Subject	[SSASECT]	**MAT**	**MATH**			
Course	[SSASECT]	101R	2000	2010	2020	
Section	[SSASECT]	**001** - 199	*(Day = begins 7:00am thru 4:59pm)*		**601** - 699	*(Eve = begins 5:00pm thru 9:59pm)*
		201 - 299	*(Day = Lab begins 7:00am thru 4:59pm)*		**801** - 899	*(Eve = Lab begins 5:00pm or later)*
Rule Includes / Excludes						
Semester (Term)	[SSASECT]	Summer *(beginning 202230)*				
Part of Term	[SSASECT]	**Z**_____				
Budget (Campus)	[SSASECT]	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*			
Schedule Type	[SSASECT]	**F**	**FFO**	**LS**	**X**	
Instructional Method	[SSASECT]	**LEC**	**LEL**	**LAB**		
Add Special Approval?	[SSASECT]	**Yes**	**ADD**	**DE**	*At registration, student will see: "Department Approval Required"*	
Visible to student view?	[SSASECT]	**Yes**				
Location Specific?	[SSASECT]	**Yes**	**LA 106** *(must be prescheduled in Phase 1--Initial Review in CourseLeaf CLSS)*		Meeting pattern required: **Yes**	
Section Note Required?	[SSATEXT]	**Yes**	**ADD**	Must be accepted into Math STEP Program.		
Comments	1	*NSF funded 10-week math-intensive multi-requisite program for Elementary Education majors. Faculty and student tuition paid from grant. (Debra Ward)*				
	2	*Must include "**NSF**" as sub-title (after title and before GE codes) to help identify sections for Advisors and department schedulers.*				
	3	*Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and the dates cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*				
	4	*Index = G20271 – NSF 2044177 Summer Prog Elementary Teachers* *Index = G20272 – NSF 2044177 Participant Support*				

Academic Scheduling Office

Tuition / Fee Waiver	[SSASECT]	No			
Section (Program) **Fees**	[SSADETL]	--			
Degree Program Attribute	[SSADETL]	**Yes**	**ADD**	X_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	Y_____	*(Canvas Course Materials charge)*
			ADD	Z_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	[SSADETL]	No			
Schedule Restrictions	[SSARRES]	*As written in course curriculum.*			
Field of Study		**Yes**	**ADD**	☑ **Include** Major	EDEL
Class		--			
Level		--			
Program					
TOPs Code Required?	[SSAOVRR]	--			
URL Required	[SSASYLB]	--			
Comments					

[SUMMER ONLY PROGRAMS]

SOA - DANC
Dance Company Team Tours

Academic Department Schedulers

Subject	[SSASECT]	**DANC**
Course	[SSASECT]	Any
Section	[SSASECT]	**415** - 425 *(Day = begins 7:00am thru 4:59pm)* **915** - 925 *(Eve = begins 5:00pm or later)*
Rule Includes / Excludes		For Dance Company Team tours during summer semester only.
Semester (Term)	[SSASECT]	Summer
Part of Term	[SSASECT]	1 B1 B2 WC Z_____
Budget (Campus)	[SSASECT]	**M** Tuition & student fees are assessed. *This code is not indicative of class location.*
Schedule Type	[SSASECT]	**F** **FFO** **LS** **X**
Instructional Method	[SSASECT]	**LEC** **LEL** **LAB**
Add Special Approval?	[SSASECT]	No
Visible to student view?	[SSASECT]	**Yes**
Location Specific?	[SSASECT]	**Yes** **TBA** Meeting pattern required: **No** *Meeting line does not reflect specific day(s) or time(s), but must exist in Banner (with no day/time) in order to capture required contact hours/week. Building/Room reflect "TBA" to indicate instructor will coordinate times and locations with students.*
Section Note Required?	[SSATEXT]	--
Comments	1	*Program is financial aid eligible and cannot cross term dates.*
	2	*Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*

Academic Scheduling Office

Tuition / Fee Waiver	[SSASECT]	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.	
Section (Program) **Fees**	[SSADETL]	--			
Degree Program Attribute	[SSADETL]	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	[SSADETL]	**Yes**	**ADD**	**SD**, 100%	*(Off-budget program or recording fee only)*
Schedule Restrictions	[SSARRES]	*As written in course curriculum.*			
Field of Study		--			
Class		--			
Level		--			
Program		--			
TOPs Code Required?	[SSAOVRR]	--			
URL Required	[SSASYLB]	--			
Comments		--			

[SUMMER ONLY PROGRAMS] SOA - INTERNSHIPS

Academic Department Schedulers

Subject	[SSASECT]	**ART**	**ARTH**	**DANC**	**MUSC**	**THEA**
Course	[SSASECT]	Internship course numbers only				
Section	[SSASECT]	**415** - 425				
Rule Includes / Excludes		For off-budget School of the Arts internships only *(and students are enrolled exclusively in SOA Internships)*				
Semester (Term)	[SSASECT]	Summer				
Part of Term	[SSASECT]	**INT**				
Budget (Campus)	[SSASECT]	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*			
Schedule Type	[SSASECT]	**F**				
Instructional Method	[SSASECT]	**SUP**				
Add Special Approval?	[SSASECT]	**Yes**	**ADD**	**IN**	At registration, student will see: *"Contact Internship Coordinator"*	
Visible to student view?	[SSASECT]	**Yes**				
Location Specific?	[SSASECT]	**Yes**	**TBA**	Meeting pattern required: **No**		
			Meeting line does not reflect specific day(s) or time(s), but must exist in Banner (with no day/time) in order to capture required contact hours/week. Building/Room reflect "TBA" to indicate internship provider will coordinate time and location with students.			
Section Note Required?	[SSATEXT]	**Yes**	**ADD**	"For students enrolled exclusively in SOA internships."		
Comments	1	*Program is financial aid eligible and cannot cross term dates.*				
	2	*Identify as "School of the Arts Internships / OB" in the Comments field of section in CourseLeaf CLSS.*				

Academic Scheduling Office

Tuition / Fee Waiver	[SSASECT]	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.
Section (Program) **Fees**	[SSADETL]	**Yes**	**ADD**	

Term	Level	Detail	Credits	Amount
Summer	UG	C927	1	$ 125.00
			2	$ 250.00
			3	$ 375.00

Degree Program Attribute	[SSADETL]	**Yes**	**ADD**	**X**_____ *(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____ *(Canvas Course Materials charge)*
			ADD	**Z**_____ *(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	[SSADETL]	**Yes**	**ADD**	**SD**, 100% *(Off-budget program or recording fee only)*
Schedule Restrictions	[SSARRES]	*As written in course curriculum.*		
Field of Study		--		
Class		--		
Level		--		
Program		--		
TOPs Code Required?	[SSAOVRR]	--		
URL Required	[SSASYLB]	--		
Comments		--		

[SUMMER ONLY PROGRAMS] STUDY ABROAD

Academic Department Schedulers

Subject	[SSASECT]	Any
Course	[SSASECT]	Any
Section	[SSASECT]	**415** - 425 *(Day = begins 7:00am thru 4:59pm)* **915** - 925 *(Eve = begins 5:00pm or later)*
Rule Includes / Excludes		For programs **pre-approved** for study abroad by the Office for Education Abroad
Semester (Term)	[SSASECT]	Summer
Part of Term	[SSASECT]	1 B1 B2 WC Z____
Budget (Campus)	[SSASECT]	**M** Tuition & student fees are assessed. *This code is not indicative of class location.*
Schedule Type	[SSASECT]	**F** **FFO** **X**
Instructional Method	[SSASECT]	**LEC** **LEL** **LAB**
Add Special Approval?	[SSASECT]	**Yes** **ADD** **DE** *At registration, student will see: "Department Approval Required"*
Visible to student view?	[SSASECT]	No
Location Specific?	[SSASECT]	**Yes** **TBA** Meeting pattern required: **No**
Section Note Required?	[SSATEXT]	**Yes** **ADD** "IOP – *(Country)* Study Abroad *(course begin/end dates)*"
		For example: *IOP - Spain Study Abroad (01-Jun-2021 thru 21-Jun-2021)*
Comments	1	*Program is financial aid eligible and cannot cross term dates.*
	2	*Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. Dates must include any requirements associated with the course before and/or after travel dates (all encompassing).*
		To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.
	3	*Must include country name and "IOP" as a subtitle (i.e., "Spain IOP"). Note this in the Comments field in CourseLeaf CLSS.*

Academic Scheduling Office

Tuition / Fee Waiver	[SSASECT]	**Yes** ☑ Waives regular tuition and student fees. Off-budget (per credit) fees apply.
Section (Program) **Fees**	[SSADETL]	**Yes** **ADD**

Level	Detail	Credits	Amount
UG (1000-4999)	C914	1	$ 165.00
		2	$ 330.00
GR (5000+)		3	$ 495.00

Degree Program Attribute	[SSADETL]	**Yes**	**REMOVE**	**X**_____ *(Committee approved Course Lec and/or Course Lab fees)*
			ADD	**Y**_____ *(Canvas Course Materials charge)*
			REMOVE	**Z**_____ *(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	[SSADETL]	**Yes**	**ADD**	**SD**, 100% *(Off-budget program or recording fee only)*
Schedule Restrictions	[SSARRES]	*As written in course curriculum.*		
Field of Study		--		
Class		--		
Level		--		
Program		--		
TOPs Code Required?	[SSAOVRR]	**Yes**	**ADD**	**ISP**
URL Required	[SSASYLB]	**Yes**	**ADD**	www.uvu.edu/global/students/study-abroad/index.html
Comments	1	*Typically hidden from student view. Includes "DE" code (department approval) for restricting enrollment to intended students.*		
	2	*Must include country name and "IOP" as a subtitle (after title, and before GE codes; abbrieviate as needed)*		
	3	*Fall and Spring sections do NOT follow this rule!*		

[SUMMER ONLY PROGRAMS] SUMMER BRIDGE PROGRAM

Academic Department Schedulers

Subject	[SSASECT]	Any					
Course	[SSASECT]	Any					
Section	[SSASECT]	**415** - 425					
Rule Includes / Excludes		For current high school students. *(May include recently graduated high school students as approved by the Summer Bridge Program Coordinator.)*					
Semester (Term)	[SSASECT]	Summer					
Part of Term	[SSASECT]	1	B1	B2	WC	Z____	
Budget (Campus)	[SSASECT]	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*				
Schedule Type	[SSASECT]	**F**	**FFO**	**LS**	**W**	**X**	
Instructional Method	[SSASECT]	**LEC**	**LEL**	**LAB**			
Add Special Approval?	[SSASECT]	**Yes**	**ADD**	**DE**	*At registration, student will see: "Department Approval Required"*		
Visible to student view?	[SSASECT]	**Yes**					
Location Specific?	[SSASECT]	**Yes**	On UVU campus		Meeting pattern required: **Yes**		
Section Note Required?	[SSATEXT]	**Yes**	**ADD one of the following:**		"Summer Bridge Program"	*(as noted by Summer Bridge Program Coordinator)*	
					"Business Leaders of Tomorrow"		
					"Engineers of Tomorrow"		
					"Hospitality Leaders of Tomorrow"		
					"Latino Scientists of Tomorrow"		
Comments	1	*Requires annual Budget office written approval before scheduling. (Latino Initiative coordinator)*					
	2	*Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*					
	3	*Course sections must be submitted by an authorized scheduler of the sponsoring academic department.*					

Academic Scheduling Office

Tuition / Fee Waiver	[SSASECT]	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.				
Section (Program) **Fees**	[SSADETL]	--						
Degree Program Attribute	[SSADETL]	**Yes**	**REMOVE**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*			
			REMOVE	**Y**_____	*(Canvas Course Materials charge)*			
			REMOVE	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*			
Contract?	[SSADETL]	**Yes**	**ADD**	**SD**, 100%	*(Off-budget program or recording fee only)*			
Schedule Restrictions	[SSARRES]	*As written in course curriculum,* ***PLUS*** *:*						
Field of Study			**REMOVE**	Major code *(if present)*				
Class			**ADD**	☑	Include ____ *(blank--no code)*			
Level			**ADD**	☑	Exclude "CE" *(default)*			
Program			**ADD**	☑	Include "HSCE"			
TOPs Code Required?	[SSAOVRR]	**Yes**	**ADD**	BLT	EOT	HLT	LST	SUB
				(as noted by Program Coordinator)				
URL Required	[SSASYLB]	**Yes**	https://www.uvu.edu/bridge/					
Comments		--						

[SUMMER ONLY PROGRAMS] SUMMER - ARPA (SCUP)

Academic Department Schedulers

Subject	[SSASECT]	Any				
Course	[SSASECT]	Any				
Section	[SSASECT]	**415** - 425				
Rule Includes / Excludes		For current high school students only				
Semester (Term)	[SSASECT]	Summer				
Part of Term	[SSASECT]	1	B1	B2	WC	Z____
Budget (Campus)	[SSASECT]	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*			
Schedule Type	[SSASECT]	**F**	**FFO**	**LS**	**W**	**X**
Instructional Method	[SSASECT]	**LEC**	**LEL**	**LAB**		
Add Special Approval?	[SSASECT]	No				
Visible to student view?	[SSASECT]	**Yes**				
Location Specific?	[SSASECT]	**Yes**	UVU campus		Meeting pattern required: **Yes**	
Section Note Required?	[SSATEXT]	**Yes**	**ADD**	"ARPA - American Rescue Plan Act - Afterschool and Summer Program"		
Comments	1	*Requires annual Budget office written approval before scheduling. (SCUP, Liz Andrus)*				
	2	Grant funded program. On UVU campus instruction for current HS students only.				
	3	*Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*				
	4	*Course sections must be submitted by an authorized scheduler of the sponsoring academic department.*				

Academic Scheduling Office

Tuition / Fee Waiver	[SSASECT]	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.	
Section (Program) **Fees**	[SSADETL]	--			
Degree Program Attribute	[SSADETL]	**Yes**	**REMOVE**	X_____	*(Committee approved Course Lec and/or Course Lab fees)*
			REMOVE	Y_____	*(Canvas Course Materials charge)*
			REMOVE	Z_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	[SSADETL]	**Yes**	**ADD**	SD, 100%	*(Off-budget program or recording fee only)*
Schedule Restrictions	[SSARRES]	*As written in course curriculum,* ***PLUS*** *:*			
Field of Study			**REMOVE**	Major code *(if present)*	
Class			**ADD**	☑ Include ____ *(blank--no code)*	
Level			**ADD**	☑ Exclude "CE" *(default)*	
Program			**ADD**	☑ Include "HSCE"	
TOPs Code Required?	[SSAOVRR]	**Yes**	**ADD**	ARP	
URL Required	[SSASYLB]	**Yes**	https://www.uvu.edu/partnership/		
Comments	1	*Add subtitle "ARPA" after the course title, but before any GE codes.*			

[SUMMER ONLY PROGRAMS] SUMMER - EXCELERATE

Academic Department Schedulers

Subject	[SSASECT]	**BIOL**	**BOT**	**ENGH**	**ENGL**	**HIST**
Course	[SSASECT]	1010, 1610	2050	1005	2010	1700
		MUSC	**PHIL**	**POLS**	**STAT**	**TECH**
		1030	2050	1100	1040	1010
Section	[SSASECT]					
Rule Includes / Excludes		For graduated high school students.				
Semester (Term)	[SSASECT]	Summer				
Part of Term	[SSASECT]	1	B1	B2	WC	Z____
Budget (Campus)	[SSASECT]	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*			
Schedule Type	[SSASECT]	**F**	**FFO**	**LS**	**LSO**	**W** **X**
Instructional Method	[SSASECT]	**LEC**	**LEL**	**LAB**		
Add Special Approval?	[SSASECT]	**Yes**	**ADD**	**DE**	*At registration, student will see: "Department Approval Required"*	
Visible to student view?	[SSASECT]	**Yes**				
Location Specific?	[SSASECT]	**Yes**	On UVU campus		Meeting pattern required: **Yes**	
Section Note Required?	[SSATEXT]	**Yes**	**ADD**	"Summer Excelerate Program"		
Comments	1	*Requires annual Budget office written approval before scheduling. (Jessi Hill)*				
	2	*Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*				
	3	*Faculty paid from Provost funding. Scholarship pays for student tuition.*				
	4	*Course sections must be submitted by an authorized scheduler of the sponsoring academic department.*				

Academic Scheduling Office

Tuition / Fee Waiver	[SSASECT]	No			
Section (Program) **Fees**	[SSADETL]	--			
Degree Program Attribute	[SSADETL]	**Yes**	**ADD**	**X**_____	*(Committee approved Course Lec and/or Course Lab fees)*
			REMOVE	**Y**_____	*(Canvas Course Materials charge)*
			ADD	**Z**_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	[SSADETL]	No			
Schedule Restrictions	[SSARRES]	*As written in course curriculum,* ***PLUS*** *:*			
Field of Study		--			
Class		--	**ADD**	☑	Include "FR" and "SO"
Level			**ADD**	☑	Exclude "CE" *(default)*
Program			**ADD**	☑	Exclude "HSCE" *(default)*
TOPs Code Required?	[SSAOVRR]	**Yes**	**ADD**	EXL	
URL Required	[SSASYLB]	**Yes**	https://www.uvu.edu/engagedlearning/excelerate/index.html		
Comments		--			

[SUMMER ONLY PROGRAMS] UPWARD BOUND

Academic Department Schedulers

Subject	[SSASECT]	Any				
Course	[SSASECT]	Any				
Section	[SSASECT]	**415** - 425				
Rule Includes / Excludes		For current high school students only				
Semester (Term)	[SSASECT]	Summer				
Part of Term	[SSASECT]	1	B1	B2	WC	Z____
Budget (Campus)	[SSASECT]	**M**	Tuition & student fees are assessed. *This code is not indicative of class location.*			
Schedule Type	[SSASECT]	**F**	**FFO**	**LS**	**W**	**X**
Instructional Method	[SSASECT]	**LEC**	**LEL**	**LAB**		
Add Special Approval?	[SSASECT]	No				
Visible to student view?	[SSASECT]	**Yes**				
Location Specific?	[SSASECT]	**Yes**	UVU campus		Meeting pattern required: **Yes**	
Section Note Required?	[SSATEXT]	**Yes**	**ADD**	"Upward Bound Program"		
Comments	1	*Requires annual Budget office written approval before scheduling. (Rebecca Ayala)*				
	2	Federally funded program. On UVU campus instruction for current HS students only.				
	3	*Miscellaneous (aka "Special" or "Z___") Part of Term codes must be requested prior to submitting sections in CourseLeaf CLSS, and cannot be adjusted later. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). If you're questioning which semester to use, please email Registration@uvu.edu and Academic_Scheduling@uvu.edu for clarification.*				
	4	*Course sections must be submitted by an authorized scheduler of the sponsoring academic department.*				

Academic Scheduling Office

Tuition / Fee Waiver	[SSASECT]	**Yes**	☑	Waives regular tuition and student fees. Off-budget (per credit) fees apply.	
Section (Program) **Fees**	[SSADETL]	--			
Degree Program Attribute	[SSADETL]	**Yes**	**REMOVE**	X_____	*(Committee approved Course Lec and/or Course Lab fees)*
			REMOVE	Y_____	*(Canvas Course Materials charge)*
			REMOVE	Z_____	*(Committee approved Lab Access, Software, and/or Tool fees)*
Contract?	[SSADETL]	**Yes**	**ADD**	SD, 100%	*(Off-budget program or recording fee only)*
Schedule Restrictions	[SSARRES]	*As written in course curriculum,* ***PLUS*** *:*			
Field of Study			**REMOVE**	Major code *(if present)*	
Class			**ADD**	☑ Include ____ *(blank--no code)*	
Level			**ADD**	☑ Exclude "CE" *(default)*	
Program			**ADD**	☑ Include "HSCE"	
TOPs Code Required?	[SSAOVRR]	**Yes**	**ADD**	UB	
URL Required	[SSASYLB]	**Yes**	https://www.uvu.edu/trio/ub/		
Comments	1	*Add subtitle "UB" after the course title, but before any GE codes.*			
	2	*Canvas Course Materials charge can be removed IF charge is being waived by the publisher specifically for the Upward Bound program.*			
	3	*Upward Bound is NOT part of "UVU Prep" (a non-credit program coordinated by Event Services office).*			

202240 - 202330: Academic Scheduling Rules

CANVAS COURSE MATERIALS

Subject	Course	First Term Offered	Last Term Offered	Publisher	Amount	Attribute Code	Detail Code
ACC	1150	2017 40		McGraw	$ 78.00	Y519	B001
ACC	2010	2019 40		McGraw	$ 78.00	Y519	B001
ACC	2020	2020 30		McGraw	$ 78.00	Y519	B001
ACC	2110	2022 20		McGraw	$ 111.00	Y562	B001
ACC	2120	2022 20		McGraw	$ 111.00	Y562	B001
ACC	2500	2022 40		McGraw	$ 78.00	Y519	B001
ACC	3010	2016 40		McGraw	$ 78.00	Y519	B001
ACC	3020	2017 40		McGraw	$ 78.00	Y519	B001
ACC	3030	2019 40		Wiley	$ 76.00	Y535	B004
ACC	3400	2018 40		Pearson	$ 116.00	Y527	B002
ACC	3510	2020 40		McGraw	$ 78.00	Y519	B001
ACC	4110	2017 40		McGraw	$ 78.00	Y519	B001
ACC	4400	2019 20		Cengage	$ 78.00	Y526	B003
ACC	5020	2019 40		McGraw	$ 78.00	Y519	B001
ACC	6020	2019 40		McGraw	$ 78.00	Y519	B001
ACC	*6150*	*2020 20*	*2022 40*	*McGraw*	*$ 78.00*	*Y519*	*B001*
ACC	6300						
ACC	6420	2019 40		Cengage	$ 78.00	Y526	B003
AET	2250	2022 40		McGraw	$ 78.00	Y519	B001
ART	1120	2023 20		Cengage	$ 36.00	Y580	B003
ARTH	2710	2020 40		Cengage	$ 54.00	Y544	B003
ARTH	*2720*	*2020 40*	*2022 40*	*Cengage*	*$ 54.00*	*Y544*	*B003*
ARTH	2720	2023 20		Cengage	$ 60.00	Y572	B003

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CANVAS COURSE MATERIALS

Subject	Course	First Term Offered	Last Term Offered	Publisher	Amount	Attribute Code	Detail Code
ARTH	272H	2020 40	2022 40	Cengage	$ 54.00	Y544	B003
ARTH	272H	2023 20		Cengage	$ 60.00	Y572	B003
ARTH	309G	2021 20	2022 40	Cengage	$ 54.00	Y544	B003
ARTH	309G	2023 20		Cengage	$ 60.00	Y572	B003
ASL	1010	2022 20	2022 40	True Way	$ 86.00	Y563	B014
ASL	1010	2023 20		True Way	$ 72.00	Y564	B014
ASL	1020	2022 20	2022 40	True Way	$ 86.00	Y563	B014
ASL	1020	2023 20		True Way	$ 72.00	Y564	B014
ASL	2010	2022 20		True Way	$ 72.00	Y564	B014
ASL	202G	2022 20		True Way	$ 72.00	Y564	B014
ASTR	1040	2018 30		Pearson	$ 67.00	Y525	B002
ASTR	1070	2018 30		Pearson	$ 67.00	Y525	B002
BESC	3420	2019 40	2022 40	McGraw	$ 66.00	Y528	B001
BESC	3420	2023 20		McGraw	$ 45.00	Y581	B001
BIOL	3500	2016 40	2022 40	MacMillan	$ 72.00	Y510	B006
BIOL	3500	2023 20		MacMillan	$ 103.00	Y575	B006
CIVE	3130	2019 40	2022 30	Pearson	$ 105.00	Y536	B002
CJ	2200	2021 20		Pearson	$ 49.00	Y547	B002
COMM	1020	2021 40	2022 30	Top Hat	$ 89.00	Y560	B009
COMM	1020	2022 40		VitalSource	$ 101.00	Y569	B001
COMM	1050	2020 40		Sage	$ 55.00	Y542	B008
COMM	2120	2021 30		McGraw	$ 66.00	Y528	B001
COMM	2250	2022 20		McGraw	$ 78.00	Y519	B001

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CANVAS COURSE MATERIALS

Subject	Course	First Term Offered	Last Term Offered	Publisher	Amount	Attribute Code	Detail Code
COMM	2300	2019 40	2022 30	Sage	$ 44.00	Y537	B008
COMM	2300	2022 40		Sage	$ 51.00	Y548	B008
COMM	3020	2018 40		McGraw	$ 66.00	Y528	B001
COMM	3050	2018 40	2022 30	McGraw	$ 66.00	Y528	B001
COMM	3420	2019 40	2022 40	McGraw	$ 66.00	Y528	B001
COMM	3420	2023 20		McGraw	$ 45.00	Y581	B001
CS	3320	2023 20		McGraw	$ 45.00	Y581	B001
EART (AET)	2250	2020 20	2022 30	McGraw	$ 78.00	Y519	B001
ECON	1010	2017 40		McGraw	$ 78.00	Y519	B001
ECON	2010	2017 40		McGraw	$ 78.00	Y519	B001
ECON	2020	2017 40		McGraw	$ 78.00	Y519	B001
ECON	3020	2017 40		McGraw	$ 78.00	Y519	B001
ECON	305G	2021 20	2022 40	Pearson	$ 96.00	Y539	B002
ECON	305G	2023 20		Pearson	$ 100.00	Y578	B002
ECON	4150	2019 20	2022 40	McGraw	$ 78.00	Y519	B001
ECON	4150	2023 20		Norton	$ 54.00	Y571	B007
EDEC	2600	2021 20	2022 40	Sage	$ 51.00	Y548	B008
EDEC	2600	2023 20		Sage	$ 60.00	Y583	B008
EDEL	2330	2021 20	2022 40	Pearson	$ 30.00	Y550	B002
EDEL	2330	2023 20		Pearson	$ 34.00	Y567	B002
ENGH	1005	2021 20		Fountainhead Pre:	$ 33.00	Y549	B001
ENGR	2010	2020 40		McGraw	$ 78.00	Y519	B001
ENGR	2030	2021 20		McGraw	$ 78.00	Y519	B001

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CANVAS COURSE MATERIALS

Subject	Course	First Term Offered	Last Term Offered	Publisher	Amount	Attribute Code	Detail Code
ENGR	2140	2022 40		McGraw	$ 78.00	Y519	B001
ENGR	2450	2021 30		McGraw	$ 78.00	Y519	B001
ESEC	*1140*	*2022 40*	*2022 40*	*VitalSource*	*$ 332.00*	*Y565*	*B009*
EXSC	1097	2022 40		McGraw	$ 66.00	Y528	B001
EXSC	*3700*	*2017 40*	*2022 30*	*McGraw*	*$ 78.00*	*Y519*	*B001*
EXSC	*3700*	*2022 40*	*2022 40*	*McGraw*	*$ 69.00*	*Y522*	*B001*
EXSC	3700	2023 20		McGraw	$ 66.00	Y528	B001
EXSC	4100	2021 20		Human Kinetics	$ 58.00	Y546	B011
EXSC	4500	2019 40		Human Kinetics	$ 57.00	Y538	B011
FAMS	*101G (240G)*	*2021 40*	*2022 30*	*Sage*	*$ 54.00*	*Y556*	*B008*
FAMS	*240G*	*2021 40*	*2022 40*	*Sage*	*$ 54.00*	*Y556*	*B008*
FAMS	240G	2023 20		Sage	$ 67.00	Y582	B008
FAMS	4660	2023 20		McGraw	$ 72.00	Y509	B001
FIN	1060	2017 40		McGraw	$ 78.00	Y519	B001
FIN	3100	2018 30		Cengage	$ 78.00	Y526	B003
FIN	3150	2021 40		McGraw	$ 78.00	Y519	B001
FIN	4180	2022 20		McGraw	$ 78.00	Y519	B001
FIN	6150	2020 20		Cengage	$ 78.00	Y526	B003
FIN	6170	2021 20		Cengage	$ 78.00	Y526	B003
HIST	1740	2023 20		Cengage	$ 48.00	Y579	B003
HLTH	1100	2022 40		Pearson	$ 34.00	Y567	B002
HLTH	*1300*	*2019 20*	*2022 40*	*Pearson*	*$ 82.00*	*Y530*	*B002*
HLTH	1300	2023 20		Pearson	$ 86.00	Y531	B002

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Subject	Course	First Term Offered	Last Term Offered	Publisher	Amount	Attribute Code	Detail Code
HLTH	2400	2022 40		Cengage	$ 43.00	Y566	B003
HLTH	2900	2022 20		McGraw	$ 66.00	Y528	B001
HM	2500	2021 40		Wiley	$ 78.00	Y545	B004
HM	3390	2018 20		Wiley	$ 54.00	Y507	B004
HM	3640	2016 40		Wiley	$ 54.00	Y507	B004
HM	3710	2016 40		Wiley	$ 54.00	Y507	B004
HM	*4550*	*2016 40*	*2022 40*	*Wiley*	*$ 54.00*	*Y507*	*B004*
IM	1010	2018 40		Cengage	$ 78.00	Y526	B003
IM	*2010*	*2019 40*	*2022 40*	*Pearson*	*$ 96.00*	*Y539*	*B002*
IM	2010	2023 20		Pearson	$ 100.00	Y578	B002
IM	2100	2018 40		Cengage	$ 78.00	Y526	B003
IM	2300	2021 20		Cengage	$ 78.00	Y526	B003
IM	*2600*	*2018 40*	*2022 30*	*Cengage*	*$ 78.00*	*Y526*	*B003*
IM	2600	2023 20		McGraw	$ 72.00	Y509	B001
INFO	*405G*	*2021 20*	*2022 30*	*Cengage*	*$ 76.00*	*Y551*	*B003*
INFO	405G	2022 40		Cengage	$ 78.00	Y526	B003
IT	1600	2019 40		TestOut	$ 153.00	Y534	B010
IT	2700	2023 20		Cengage	$ 35.00	Y513	B003
IT	2800	2023 20		Cengage	$ 35.00	Y513	B003
MAT	101R	2020 40		McGraw	$ 74.00	Y543	B001
ME	3140	2022 40		McGraw	$ 78.00	Y519	B001
MGMT	1010	2021 40		Lumen	$ 31.00	Y557	B005
MGMT	2240	2018 20		Cengage	$ 78.00	Y526	B003
MGMT	2340	2018 40		McGraw	$ 78.00	Y519	B001

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Subject	Course	First Term Offered	Last Term Offered	Publisher	Amount	Attribute Code	Detail Code
MGMT	330G	2017 40		McGraw	$ 78.00	Y519	B001
MGMT	3345	2019 40		McGraw	$ 78.00	Y519	B001
MGMT	3450	2016 40		McGraw	$ 78.00	Y519	B001
MGMT	4860	2020 40		Wiley	$ 78.00	Y545	B004
MGMT	6800	2020 20		McGraw	$ 78.00	Y519	B001
MKTG	3220	2016 40		McGraw	$ 78.00	Y519	B001
MKTG	3600	2021 40		McGraw	$ 78.00	Y519	B001
MKTG	3620	2018 40		McGraw	$ 78.00	Y519	B001
MKTG	*3640*	*2021 20*	*2022 40*	*Chicago*	*$ 55.00*	*Y552*	*B009*
MKTG	3640	2023 20		Chicago	$ 68.00	Y577	B009
MKTG	*3650*	*2019 40*	*2022 30*	*Cengage*	*$ 35.00*	*Y513*	*B003*
MKTG	3650	2022 40		Cengage	$ 49.00	Y568	B003
	--plus--	2020 20		GoReact	$ 37.00	Y541	B012
MKTG	3670	2023 20		McGraw	$ 78.00	Y519	B001
MKTG	4600	2020 40		McGraw	$ 78.00	Y519	B001
MKTG	4620	2022 20		GoReact	$ 37.00	Y541	B012
MUSC	*1010*	*2016 40*	*2022 30*	*Norton*	*$ 50.00*	*Y521*	*B007*
MUSC	*1010*	*2022 40*	*2022 40*	Norton	$ 54.00	Y571	B007
MUSC	1010	2023 20		Norton	$ 57.00	Y573	B007
NUTR	1020	2020 30		McGraw	$ 66.00	Y528	B001
PES (EXSC)	*1097*	*2018 40*	*2022 30*	*McGraw*	*$ 66.00*	*Y528*	*B001*
PETE	2500	2021 40		McGraw	$ 67.00	Y554	B001
PHYS	*1010*	*2021 40*	*2022 40*	*Pearson*	*$ 91.00*	*Y558*	*B002*
PHYS	1010	2023 20		Pearson	$ 96.00	Y539	B002

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Subject	Course	First Term Offered	Last Term Offered	Publisher	Amount	Attribute Code	Detail Code
PHYS	*1850*	*2021 20*	***2022 40***	*Pearson*	*$ 67.00*	*Y525*	*B002*
PHYS	1850	**2023 20**		Pearson	**$ 72.00**	Y576	B002
PHYS	2010	**2019 20**		Pearson	**$ 78.00**	Y533	B002
PSY	*1010*	*2018 20*	***2022 30***	*Lumen*	***$ 25.00***	*Y524*	*B005*
PSY	1010	**2022 40**		Lumen	**$ 35.00**	Y570	B005
PSY	1100	**2020 20**		McGraw	**$ 66.00**	Y528	B001
PSY	*2300*	*2021 40*	***2022 30***	*Lumen*	***$ 31.00***	*Y557*	*B005*
PSY	2300	**2022 40**		Lumen	**$ 35.00**	Y570	B005
PSY	3460	**2022 20**		McGraw	**$ 66.00**	Y528	B001
SPAN	3200	**2021 20**		Cengage	**$ 44.00**	Y553	B003
SPAN	4200	**2021 20**		Cengage	**$ 44.00**	Y553	B003
STAT	*1040*	*2019 40*	***2022 40***	*MacMillan*	*$ 72.00*	*Y510*	*B006*
STAT	1040	**2023 20**		MacMillan	**$ 87.00**	Y574	B006
STAT	1045	**2023 20**		MacMillan	**$ 87.00**	Y574	B006
STAT	2040	**2022 20**		Wiley	**$ 66.00**	Y561	B004
STAT	2050	**2022 40**		Wiley	**$ 66.00**	Y561	B004
TECH	3000	**2020 40**		McGraw	**$ 78.00**	Y519	B001
ZOOL	2320	**2020 20**		McGraw	**$ 78.00**	Y519	B001
ZOOL	232H	**2020 20**		McGraw	**$ 78.00**	Y519	B001
ZOOL	*3700*	*2017 40*	***2022 40***	*McGraw*	*$ 78.00*	*Y519*	*B001*
ZOOL	*3700*	*2022 40*	***2022 40***	*McGraw*	*$ 69.00*	*Y522*	*B001*
ZOOL	3700	**2023 20**		McGraw	**$ 66.00**	Y528	B001