**General Course Offering Process**

**Course Sections created** – approximately ½ way through the current term ADIN is building the next catalog term (example: Spring 2021 sections are created on April 17, 2020.)

Course offerings (or sections) are rolled from the previous term including on-campus, distance, and unpublished sections. Reminder – experimental courses (and sections) do not roll to the next catalog. University classrooms and instructors are removed from sections.

**Gray bar process** - approximately 2 month process

Course offerings in gray bar format are mailed to departments. Gray bar displays all courses approved by the Dept. If there are course offerings, then there will be a segment with instructional type, limits, meeting times, controlled enrollment, and common list or room codes.

Dept makes hand-written modifications to courses. Dept returns gray bar to Registrar. Registrar modifies sections using gray bar requests.

**Room Scheduling process begins** – first 2 weeks

Registrar ends all gray bar processing and makes a clean hand off of course offerings for Room Scheduling to start initial room assignments. Registrar will not make any section changes that affect room assignments at this time. Dept can submit COCFs, but Registrar and Room Scheduling will not process them during this timeframe.

**Tentative Schedule of Classes** - Course offerings are tentative on the Schedule of Classes

**Schedule of Classes- First Proof**

E-Report – RGSTN-Crse Sched of Class Proof. Course offerings are separated by department and provide a clean view of the section (not gray bar format).

**COCF process begins** – continues till the end of term

Adding, changing, or dropping course offerings must be submitted through COCF. Workflow system tracks changes to courses and allows coordination of room assignment.

**Schedule of Classes- Second Proof**

E-Report – RGSTN-Crse Sched of Class Proof. Course offerings are separated by department and provide a clean view of the section (not gray bar format).

**Schedule of Classes FINAL**

No longer tentative on the Schedule of Classes.

E-Report – RGSTN-Crse Sched of Class Final. Course offerings are in final PDF format (all course offerings for all departments). COCF requests modifying section meeting days or times, then sections are cancelled and new sections are created. If courses have seats reserved for Learning Teams, please recognize that additional coordination will be needed to make changes to sections.