## Spring 2025 Semester<sup>1</sup>

## Winter Session, Section Numbering, & Associated Class Codes

Session Name	Session Code	Section Numbers	<b>Associated Class</b>	Session Dates
Winter Session 1 Week First	WS1	1101-1199	1101-1199	January 6 - January 10
Winter Session 2 Week First	WS2	2101-2199	2101-2199	January 6 - January 17
Winter Session 1 Week Secon	d WS3	1201-1299	1201-1299	January 13 - January 17

The **session** selected for a class should be the shortest session encompassing all the dates the class meets.

A **section number** for each winter class should be unique across sessions, be four digits long, and should not contain letters<sup>2</sup>. The section number should reflect the number of weeks offered (i.e., one or two weeks), the block for that session length (i.e., first or second of that week length) and the sequence number (from 01 to 99). The **associated class number** should be the same as the section number.

Section and Associates Class Numbering examples for Winter Session:

## Example 1: WS1 Session

The section and associated class number for a class that meets for **one-week** during the **one-week-first session**, and is the **first class of that session** should have associated class number of 1101.

- 1 = Class meets for one week of instruction
- 1 = Class meets during the first one-week block being offered
- o 01 = It is the **first class** offering for this session

#### Example 2: WS2 Session

The section and associated class number for a class that meets for **two-weeks** during the **first (or only) two-week session** and is the **third class of that session** should have associated class number of 2103.

- 2 = Class meets for two weeks of instruction
- 1 = Class meets during the first (or only) two-week block being offered
- o 03 = It is the **third class** offering for this session

### Example 3: WS3 Session

The section and associated class number for a class that meets for **one-week** during the **one-week-second session** and is the **fourth class of that session** should have associated class number of 1204.

- 1 = Class meets for one week of instruction
- 2 = Class meets during the second one-week block being offered
- o 04 = It is the **fourth class** offering for this session

<sup>&</sup>lt;sup>1</sup> Both Winter and Spring Sessions are within the Spring Semester and share the same Term Code: 1251

<sup>&</sup>lt;sup>2</sup> Study Abroad and Outreach Program classes are exceptions (see page 3).

## **Spring 2025 Semester**

## Spring Session, Section Numbering, & Associated Class Codes

Session Name	Session Code	Section Numbers	<b>Associated Class</b>	Session Dates
Regular Academic Session	1	0001-0099	1-99	January 21 - May 14
Seven Week – First	7W1	7101-7199	7101-7199	January 21 - March 11
Seven Week - Second	7W2	7201-7299	7201-7299	March 13 – May 14

The **session** selected for a class offering should be the shortest session encompassing all the dates the class meets.

A **section number** entered for a class should reflect the session selected. Section numbers should be unique across sessions, be four digits long, and should not contain letters<sup>3</sup>. *Regular* session offerings should range in number from 0001 to 0099 according to sequence order. *Seven-week* offerings should have a section number beginning with a 7 (for the number of weeks of instruction) and either a 1 or 2 (depending whether first block [1] or second block [2]), followed by sequence order (01-99). The **associated class number** should be same as the section number.

Section and Associates Class Numbering examples:

### Example 1: Regular (1) Session

The section number and associated class number for a class that meets for the entire 15-weeks of instruction and is the **fourth** class offered within that session, should have a section number of 0004 and an associated class number of 4.

#### Example 2: 7W1 Session

A class meeting in the **seven-week-first** session and is the **fourth class** offered for that block, should have a section number *and* associated class number of 7104.

- 7 = Class meets for seven weeks of instruction
- 1 = Class meets during the first seven-week block being offered
- o 04 = It is the **fourth class** offering for this session/block

#### Example 3: 7W2 Session

A class meeting in the **seven-week-second** session and is the **third class** offered for that block, should have a section number *and* associated class number of 7203.

- 7 = Class meets for seven weeks of instruction
- 2 = Class meets during the second seven-week block being offered
- o 03 = It is the **third class** offering for this session/block

<sup>&</sup>lt;sup>3</sup> Study Abroad and Outreach Program classes are exceptions (see page 3).

## **Spring 2025 Semester**

# Winter & Spring<sup>4</sup> Section Numbering and Associate Class Code *Exceptions*

A class should be distinguished with a corresponding **section number** and **associated class code**. Both the section number and associated class number should match *unless* one of the following exceptions is appropriate for the course.

• Study Abroad courses should have section numbers that carry the prefix "SA" and be four characters long. For example, SA01, SA02, SA03, SA04, and so forth. Because the associate class field does not allow letters and the associated number must be different from regular sections of the course, the defaulted entry must be manually replaced with a different number. The associated class numbers for SA sections should be four digits beginning with a nine (ex. 9001, 9002, 9003, etc.)

Additions/deletions of, or changes to, courses carrying the "SA" prefix should be done by or approved by the Center for Global Engagement.

Professional & Continuing Education classes (such as Study Group sections) should have section
numbers that carry the prefix "OP" and be four characters long. For example, OP01, OP02, OP03, OP04
and so forth. Because the associate class field does not allow letters and the associated number must be
different from regular sections of the course, the defaulted entry must be manually replaced with a different
number. Associated class numbers for OP sections should be four digits beginning with a five (ex. 5001,
5002, 5003, etc.)

Additions/deletions of, or changes to, courses carrying the "OP" prefix should be made only by the School of Professional & Continuing Education staff.

• Scientific courses applying **auto-enroll lab/lecture setup** may require the same associate class number to unite lab to lecture. Courses using this setup need approval from the Registrar's Office.

<sup>&</sup>lt;sup>4</sup> Both Winter and Spring Sessions are within the Spring Semester and share the same Term Code: 1251