GUIDELINES FOR ESSENTIAL COMMENTS

Linked Courses

Comments that notify students they are required to enroll in a specific linked course. Co-requisites may only be listed if students are required to enroll in a co-requisite course with a specific CRN and the co-requisite has been approved by CIC. Examples:

- *First year experience course requires enrollment in LCOM XXXX, CRN #####.*

- *Concurrent enrollment in CHEM 201L, CRN ##### required.*

- **Learning Communities**

  CRN #####: Enrollment in this learning community course will enroll students in linked sections of ENGL 42, CRN #####, and ENGL 43, CRN #####.

Alternative Scheduling Times

Comments that notify students of alternative required or optional schedule times.

- **Hybrid Courses**

  Under the **Days** column enter *Online*, and under the **Time** column enter *TBA*.

  This is a hybrid class. Students are required to attend scheduled on-campus days and times. The online portion will be announced on the first day of class.

- **Partially Online Classes**

  Some on-campus meetings are required and will be announced on the first day of class.

- **Classes That Require Other Hours Than Scheduled**

  ## hours are required outside of the scheduled class time. These hours will be announced on the first day of class and are part of the ## unit hour requirement.
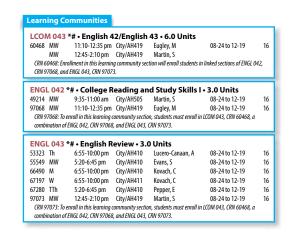
Level of Course/Variable Units

Comments that identify the level of a course, particularly if the course has variable units or the level is not stated in the course title (beginning, intermediate, advanced). Examples:

- *Emphasizes beginning and intermediate skills.*

- *CRN 54424: 3.0 Units, For more information go to online http://www.sdmesa.edu/work-exp*

Particular Topics or Focus Areas

Comments that identify specific topic or focus area, particularly if the focus area is not identified in the course title. Examples:

- *Emphasizes language skills for non-native speakers of English.*

- *First year experience course. For more information contact [Instructor Name] at ###-###-####.*

- *Emphasizes skills for second year eligible women.*

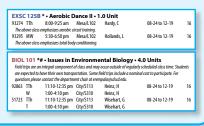## Requirements for Certifications or Special Resources

Comments that notify students they are required to have specific certifications (Limitations on enrollment **MUST** be approved by CIC) or special resources. Examples:

- *Requires Microsoft Office 2010 with Access (included in the required book bundle).*

- *Requires Dreamweaver CS6.*

Note: ALL comments referencing prerequisites and corequisites in the printed and online schedule must be on the official course outline of record and approved by CIC.