

MISCELLANEOUS PART OF TERM CODE REQUEST CHECKLIST

Section Information

Do not submit a section request in CLSS until you have received confirmation of your miscellaneous part of term code.

Subject: _____

Approved by Department chair on (dd-mmm-yyyy) : _____
ASO cannot process requests that have not been approved

Course #: _____

Credit Ratio: _____ : _____ : _____
Credit Hours LEC Hours LAB Hours

Contact Hours: _____

Total Hours: _____
(see grid in the meeting pattern section)

Miscellaneous Part of term code

Miscellaneous part of term codes must encompass all time requirements within the start and end dates, including online readings and discussions, all seat time/excursions, assignment completion, testing and final submission(s).

Once the part of term dates have been determined, submit the Miscellaneous Part of Term Code request form (see [ASO website](#)).

ASO will create a miscellaneous part of term code and send an email confirmation. After an overnight refresh, the miscellaneous part of term code will be available to select in CLSS.

Meeting Lines

If readings/assignments are required before or after instruction and excursion time, they must be included as separate meeting lines.

Pre-readings or discussions meeting line (may not be applicable)

- Dates: _____
- Meeting pattern: _____
- Building and room: _____
- Total hours: _____

Instruction meeting line (required)

- Dates: _____
- Meeting pattern: _____
- Building and room: _____
- Total hours: _____

Excursion meeting line (may not be applicable)

- Dates: _____
- Meeting pattern: _____
- Building and room: _____
- Total hours: _____

Post-assignment, testing, or final submissions meeting line (may not be applicable)

- Dates: _____
- Meeting pattern: _____
- Building and room: _____
- Total hours: _____

Contact

Hours	min	max
1	12.50	15.00
2	25.00	30.00
3	37.50	45.00
4	50.00	60.00
5	62.50	75.00
6	75.00	90.00
7	87.50	105.00
8	100.00	120.00
9	112.50	135.00
10	125.00	150.00
11	137.50	165.00
12	150.00	180.00

Section Text

Section text: _____

Comments in CourseLeaf CLSS for ASO

- Name of scheduling rule: _____
- Part of term code: _____
- Credit ratio (if variable) : _____
- Subtitle (if applicable) : _____