



OHIO
UNIVERSITY

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To: Academic Deans, Department Chairs, School Directors, Regional Campus Deans

From: Debra M. Benton, University Registrar

Subject: Curriculum File Course Listing

The current listing of all active courses in the curriculum file is available online. The list can be viewed by going to <<http://www.ohio.edu/registrar/mcf.cfm>>. The list is available as a PDF file, and is available in two formats: sorted by course prefix and sorted by college then department/school.

An inactive course listing is also available for all courses that have been made inactive in the last five years. It is available at the URL listed above and in the same formats as the active course list.

We make available these lists each year to provide you with an up-to-date listing and to ask that you review the lists for errors. If you notice any errors or have any questions, please contact Shirley Triplett (597-2573 or kaslers@ohio.edu). Any changes that are not error corrections must be approved by the University Curriculum Council.

Following is an item-by-item reference to the categories in the list. Note that each course has at least two lines of data, and many courses have more than two lines of data.

Line One

1. CRSE PRFX: Course Prefix (2 - 4 characters).
2. CRSE NUMB: Course number (3 or 4 characters).
3. COURSE NAME: Course name, or title (limited to 25 characters in length).
4. GEN ED CODE 1: Code that identifies applicability to the University's General Education requirements for students whose University catalog of entry is 2007-08 or earlier.
5. GEN ED CODE 2: Code that identifies applicability to the University's General Education requirements for students whose University catalog of entry is 2008-09 or later.

6. LVL: Course level (from UCC forms)
 - G = Graduate
 - M = Medical
 - U = Undergraduate

7. YR: Year, or Subsidy Level
 - 10 = General Studies
 - 20 = Technical
 - 30 = Baccalaureate
 - 40 = Masters
 - 50 = Doctoral
 - 60 = Medical

8. INSTR CODE: Instruction Code - 1 through 8 - classroom, seminar, etc.

9. CREDIT HOURS: Credit hours

10. PERM REQ: Permission Required
 - Y = Permission required to register in the course.
 - N = Permission is not required for registration.

11. MAX REP HOURS: Maximum number of accumulated hours that may be earned in a repeatable course. This should be set to 99 for repeatable courses for which there is no limitation on the total accumulated credit a student can earn. If there is a limit (e.g., 15), this value should be entered.

For graduate courses that are not designed to be taken more than once for accumulated credit, this value should equal the number of hours in the course. It will be necessary to process a class permission slip for a student who is required to re-register for this course after completing it once. If you do not wish to force the student to seek permission to re-register for a regular graduate-level course, set this value to 99.

12. TOTAL RETAKE HOURS: Total number of accumulated hours for which a student may register in a retakable course. For example, if students were permitted to retake MATH 113, a 5-hour course, twice after taking it the first time, this number would be 15.

13. DIST LRN Y/N: Distance Learning
 - Y = Course available through Independent & Distance Learning Programs.
 - N = Course not available through Independent & Distance Learning Programs.

14. DEPT CODE: The department code of the department/school to which this course belongs.

Line Two

1. GRADE CODE: Grade Eligibility Code - 01 through 07

2. ELIGIBLE GRADES: Grades that may be assigned to the course (direct result of the assigned grade eligibility code).

Line Three

1. PREREQ: Prerequisite as approved by the University Curriculum Council that is to be enforced through the registration process.