



## GUIDE TO READING THE CLASS SCHEDULE

[Return to schedule query page](#)

CRN#	SUB	CRS	SEC	CRED	TITLE	DAYS	TIME	BL	RM	INSTRUCTOR	SEAT\$	AVAI	COMMENTS
30470	HIST	101	20	3	Wld Hist to 1500:Early Man-Ren	W	06:00 PM-08:45 PM	PI	C08	Pauley, DE	15	11	Hybrid Course: Meets alternating weeks
30468	HIST	101	30	3	Wld Hist to 1500:Early Man-Ren	T	06:00 PM-08:40 PM	QG	TBA	Holder, CR	18	13	Class held at Quad Graphics

### CRN #

The “Course Reference Number” is a unique identifier for each course on the schedule. This is the number entered when registering for a course, or taking any other action related to your schedule.

### SEC (Section)

Since there is often more than one offering of a particular course, each is assigned a section number. The section number identifies the campus at which the course is located, or the course delivery mode:

- 10 – Held at the Technology Center on Winchester Avenue
- 20 – Held at the Pines Opportunity Center in Berkeley Springs
- 30 – Held at an off-campus location
- 50 – A third party course
- 60 – A fully-online course with no on-campus meetings
- 70 – Held at the Headquarters building
- 90 – Enrollment restricted to high school students only

### CRED (Credit hours)

The number of credits you will earn if you complete the course, indicating how many hours you will spend in class each week.

[Return to schedule query page](#)

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## DAYS

This indicates the day(s) you will meet on campus (e.g. *TR = Tuesday and Thursday*).

M – Monday

T – Tuesday

W – Wednesday

R – Thursday

F – Friday

S – Saturday

TBA – Fully-online course (All contact hours are made via the Internet.)

## BD (Building)

This two-letter code indicates the campus at which the class is held:

HQ Headquarters (Main campus)

TC Technology Center (Winchester Avenue)

PI Pines Opportunity Center (Berkeley Springs)

OL Online

HS Hedgesville High School

BS Berkeley Springs High School

MH Martinsburg High School

MU Musselman High School

CT Hollywood Casino at Charles Town Races & Slots

QG Quad Graphics

RC Ramer Center

[Return to schedule query page](#)

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### AVAIL (Seats available)

This is the number of seats that are still available in the course. If this column reads “CLOSED” there are no longer seats available.

If a course is closed you may add your name to the Course Waitlist in case someone drops the course, at which time you will receive an automated e-mail notification. You will have 24 hours from the time you receive the e-mail to add the course to your schedule.

### COMMENTS

Included in the Comments column is any additional information related to the course. It commonly lists:

*Course dates* – Notification of a condensed time frame (i.e. 1<sup>st</sup> 8 weeks, 2<sup>nd</sup> 8 weeks, etc.).

*Special fees* – A fee assessed for enrollment in the course, generally used for lab supplies or other student-related expenses.

*Pre-requisites* – Courses you must complete before registering for the course.

*Enrollment restrictions* – Registration is limited to a particular group of students.

*Delivery mode* – A description of the method used to deliver course content. See the table below for specific definitions.

<b>Online</b>	A fully-online course with all contact hours made via the Internet.
<b>Blended: Web &amp; Campus</b>	75% or more of the course is delivered online with a few scheduled campus meetings. The course will meet on campus for the first class, then again on dates established by the instructor. The day, time, and location of the on-campus meetings are listed on the course schedule.
<b>Hybrid: 50% Online</b>	Approximately 50% of the course is delivered on campus and 50% is delivered online. The course will meet on-campus at the day, time, and location listed on the course schedule.
<b>Web-Assisted</b>	All contact hours are made in the classroom, but students complete assignments and homework online, and access course materials online. Use of the web component is mandatory and has an impact on the students' success.