

**Guidelines for all sections:**

- Section names can only have 1- 3 characters
- Section names must use alpha, numeric or alphanumeric characters
- Section names cannot use special characters
- Section names cannot be used more than once for the same course within the same term

| Example       | Definition                                                                                                            | Can be used by                                             |
|---------------|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| 01, 010, 301  | Section contains 1-3 numbers. This designates face-to-face and hybrid sections. Do not use for fully online sections. | Anyone                                                     |
| W01, W20      | Sections that start with a W are for 95/100% online sections. Do not use for hybrid sections.                         | Anyone                                                     |
| H01, H23      | Sections that start with an H are for Honors sections.                                                                | Honors College                                             |
| L01, L93      | Sections that start with an L are learning support sections.                                                          | Learning Support or colleges that offer learning support   |
| AAG, AYM, A1F | Sections that start with an A are block sections for English, Math & Stat                                             | Director of Academic Course Scheduling, Fall sections only |
| GAM, GYM, GTF | Sections that start with an A are block sections for English, Math & Stat                                             | Director of Academic Course Scheduling, Fall sections only |
| BAG, BA       | Sections that start with a B are for major block sections.                                                            | Director of Academic Course Scheduling, Fall sections only |
| BWA, BWC      | Sections that start with a BW are for online major block sections.                                                    | Director of Academic Course Scheduling, Fall sections only |
| BHA, BHB      | Sections that start with a BH are for honors major block sections.                                                    | Director of Academic Course Scheduling, Fall sections only |
| S01, S02      | Sections that start with S are Study Abroad sections.                                                                 | Study Abroad, Registrar Only                               |
| KSU           | Sections named KSU are for Fin Tech classes                                                                           | FinTech, Registrar Only                                    |
| CH            | Sections that begin with CH are for CSE Learning Community sections                                                   | CCSE Only                                                  |
| EFL           | Sections that are labeled as EFL are for English as a Second Language learner sections                                | English Dept Only                                          |