**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 # hour unit 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.

**Placing Comments**
Place comments below the corresponding course listing.

For a note that applies to all CRNs of a course, place the comment above all the course listings, below the course title.

**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.