How to Use the Course Schedule

Step 1: Chose the correct term from the TERMS dropdown menu.

Step 2: Select a campus from the LOCATIONS dropdown menu. Notes: For all campuses, select All Locations. For the Barton (main) Campus, select Thomas E. Barton Campus. For fully online offerings, select Online.

Step 3: Select Submit/Refresh. Note: The system updates every 3 minutes.

Course Schedule Menu Explanations: (The numbers on the menu bar correspond to the numbers in the explanations on the next page.)
**Course Schedule Menu Explanations:** (The numbers in the menu from the previous page correspond to explanations below.)

1. **Term** – Term for registration.

2. **Section** – The section includes course prefix, course number, and section number.
   - Course Prefix Examples – CRJ – Criminal Justice, ENG - English, MAT - math, and RDG – Reading
   - Course Number connects to specific course. Examples ENG 032, ENG 100, ENG 101, ENG 102
   - Course Section connects to date, time, days, campus/offering, room, and instructor. The first digit or letter usually indicates the campus or location or some other designation.
   - Examples of section numbers:
     - 001 - Barton
     - B01 - Brashier
     - C01 - CMI
     - D01 - SCTAC (Donaldson)
     - F01 - Flex
     - FN1 - Flex Northwest
     - FW1 - Flex Online
     - G01 - Benson
     - GV1 - Benson – Visual Arts
     - H01 - Honors
     - HW1 - Honors Online
     - J01 - Early College
     - M01 - McKinney Automotive
     - S01 - Synchronous online
     - U01 - University Center
     - W01 - Online/Internet/Web
     - WF1 or FW1 - Flex Online
     - X01 - Offsite

3. **Course Title** – Title of course from GTC Student Handbook and Catalog.

4. **Credit Hours** – Number of credit hours awarded for the course.

5. **Method of Instruction** – Method of instruction indicates how instruction will be delivered.
   - LEC - Lecture
   - L-L - Lecture and Lab
   - EXAM – date and location of final exam
   - LAB – Laboratory
   - INT - Online
   - COO - Co-op

6. **Start Time and End Time** – Start time indicates the time the course begins. End time indicates time the course ends.

7. **Mo Tu We Th Fr Sa Su** – Indicates the day(s) of the week the course meets. The day(s) the course meets are indicated with a “Y” under the day(s).
   - Mo = Monday
   - Tu = Tuesday
   - Th = Thursday
   - Fr = Friday
   - Sa = Saturday
   - Su = Sunday

8. **Start Date and End Date** – Start date indicates the date the course begins. End date indicates the last day of the course. Note: GTC has classes beginning on many different dates throughout the term.
9. **Last Date to Drop** – Each section has a specific range of dates at the beginning of the course when a student can add or drop a course. Drop ensures class does not appear on a transcript, does not count as an attempt on a class, and grants a 100% refund of tuition. (Enrollment fee may apply)

10. **Last Date to Withdraw** – Each section has a specific last date to withdraw from a course. Must withdraw by this date to avoid grade penalty.

11. **Bldg. / Room** – Bldg. designates the building where the course will taught. Room specifies the classroom number. Note: Synchronous online courses will show a code of ONL in the Bldg. / Room area when the course meets at a specific time online.

12. **Location** – Location shows the campus where the course will be offered. Thomas E. Barton is the Barton Campus on South Pleasantburg Drive. When online is listed under location, it indicates the course will be fully online.

13. **Faculty** – The faculty teaching the section of the course will be listed under Faculty.

14. **EC | SM | WL** - Section enrollment information
   - **EC** = Enrollment Count – number enrolled
   - **SM** – Section Max – The maximum number allowed to enroll in a section.
   - **WL** – Waitlist – Number of students on waitlist.

**Course Offering Explanations:**

**Classroom course** – Meets on a specific day and time in a physical classroom.

**Online course** – Fully online with no specific meeting time.

**Synchronous Online course** – Meets on specific day and time online via Zoom.

**Hybrid** - Meets one day in the classroom on a specific day and time. The remainder of work is completed online with no designated time. (Note some hybrid courses do not meet every week on campus.

**Hybrid/Synchronous course** - Meets one day in the classroom on a specific day and time and one day at a specific day and time online via Zoom.

*Greenville Technical College reserves the right to cancel classes and change course location, times, dates and instructors when necessary.*