## **CLSS Documentation for Campus-to-Campus:**

**C2C courses** are held at two or more campuses. A separate section must be built at each campus that will be participating in the C2C course. The instructor teaches from a DE room at one campus. All students attend in a DE classroom at one of the participating campuses. These sections are not combined.

Mode: Campus-to-Campus (CC)

Section Number: 0850-0864 GB / 0865-0869 MNT / 0870-0874 MAN / 0875-0879 SHB

Room: Select 'General Room Assignment' and the RO will assign an appropriate DE room at each campus.

Schedule: The day/time schedule must match at each campus participating in the C2C course.

<u>Enrollment</u>: Each section will have its own Enrollment Capacity. The sum of the enrollments of all sections should equal the total maximum enrollment (the total number of students the instructor will teach). These sections are not combined so the enrollment must be managed separately for each section.

<u>Notes</u>: There are two notes for C2C courses. The first note is an 'Add Your Own Note' in which the note states "Campus-to-Campus from (campus) to (campus(es))". The second note is Note #0023 stating the DE Fee is applied to the course. All sections of a C2C course are charged the DE Fee.

**Steps**: Build the Campus-to-Campus (CC) sections at each campus participating in the course. The set up will be the same for each campus, except perhaps the Enrollment capacities may be different at the different campuses.

