

# Glossary of Common Terms

**CAESAR** - CAESAR (formerly known as SES or Student Enterprise Systems) contains the functions and sensitive data related to student admission, student records and registration, student accounts, and student financial aid. Northwestern staff members use the administrative side of CAESAR for enrollment control and to view student records. Students use CAESAR to enroll in courses.

**COURSE LEAF SCHEDULING SYSTEM (CLSS)** - Northwestern's primary academic scheduling tool where departments construct class offerings, edit classes, and control some aspects of enrollment.

**ROOM AND EVENT SYSTEM (RES)** - Room and Event System, also called 25Live, is a system that is used to manage event requests for university spaces and classrooms. It is used to schedule ad-hoc events into academic spaces, including all General Purpose classrooms.

**CANVAS/COURSE MANAGEMENT SYSTEM** - Web-based course environment that allows instructors and students to deliver course materials, submit assignments and tests, view grades, create learning activities, and share documents, calendars, and sites.

**BLUE COURSE & TEACHER EVALUATION COUNCIL (CTEC)** - Course and Teacher Evaluation Council sets up evaluations for each 100-,200-,300-, and 400-level class with five or more students officially enrolled in the class.

**COURSE** - Any active course that has been approved by your curriculum committee and has a catalog number. Courses should not be confused with classes and class sections, which are scheduling in a specific term.

**CLASS/SECTION** - Once a course has a section number/date/time/instructor associated with it, it becomes a class/section. Classes/sections are also scheduling within a term, whereas courses are term-independent.

**COMBINED CLASS** - Any classes/sections that have the same meeting pattern and instructor and are meeting in the same room become a combined class. Please use this term when offering a course with another departments offering.

**CROSS-LISTED COURSE** - A course that can count toward another department's or programs major or minor is considered a cross-listed course.

**COURSE DESCRIPTIONS** - Short summary of the course listed at the catalog level. These descriptions are created and updated through the online Course Update Form.

**CLASS DESCRIPTIONS** - Descriptions of classes which are published online before and during registration to give students information on offerings to help them make class choices. As mandated by the Higher Education Opportunity Act of 2008, class descriptions must include or link to information on a class's textbooks (as available). Descriptions contain the type of information commonly given in syllabi (except for week-to-week assignments) and are generally provided by professors to be entered into the system by individual departments and schools.

**Reserve Capacity** - Section level, restricts a specific number of students based on the requirement group/s used. Reserve Caps can only be used on the primary component of the section (lectures, not discussions). Ex) A class has an enrollment capacity of 10, and the reserve cap saves 5 spots for freshmen and 5 for sophomores within the overall enrollment capacity of the section.

**Permission Numbers** - Randomly generated numbers given to students by department assistants or instructors to override certain registration restrictions. These override the following: classes on “Department Consent or “Instructor Consent”, closed classes, pre-requisites or

**Pre-requisites** - Placed on section and/or catalog level. Prevents students from registering who do not meet the parameters set by the chosen requirement group.

**Class Attributes:** Registration notes for student’s reference. These are for informational purposes only and do not affect any system regulated restrictions. Attributes can be applied at the section and course (catalog) level (Ex: No Frosh and WCAS Distribution Requirements.)

