Introduction
Enclosed is information regarding the preparation and delivery to the Registrar, of the course offerings that your department plans to provide during the next semester, Fall 2008. We appreciate the care and planning each department chair takes in this endeavor. The 2008 Fall Semester Schedule will be prepared in online form for registration to be held March 26-April 8. In order for us to have the online schedule available for the advising that precedes registration, we must have your submission returned by Tuesday, January 15, 2008.

Submission of Course Offerings
Course Verification
Any new courses (or old courses which are to be included as satisfying Core requirements for the first time) need to have been submitted to the College of Arts and Sciences for approval. Please do not include such courses in your Schedule unless they have already been approved.

Class Schedule Form Must Be Used
As requested by the Council of Chairs, CCAS is providing you with schedules from prior semesters. These include the schedules for Spring 2008, Fall 2007, Spring 2007 and Fall 2006. These resource materials can be found on the CCAS website at https://www2.creighton.edu/ccas/formsandlinks/coursescheduleforms/index.php. These past schedules reflect all editorial changes made by the Registrar to the copy you submitted at the time.

Please use these materials as background information to prepare your Fall 2008 schedule:

1. We have also asked CCAS to place our blank schedule form on this site. Please use this form to submit your fall, 2008 schedule.

Please remember to:
- Insert new courses
- Include Instructor names and NetIDs.
- Change course times according to Registrar guidelines. Please abide by the CCAS policy on use of MW (see next page); if you must deviate from regular times for labs or 4 credit courses, please try to use standard beginning or ending times.
- Place notes on their own line under the corresponding section OR with an asterick at the bottom of the schedule. Such notes could reference such things as Service Learning, additional time required outside of classtime or distance learning opportunities.

More details are on the page 3 under “Instructions for Completing The Schedule of Course Offerings Form.”

2. Please send an electronic copy of the Fall 2008 Schedule of Course Schedules to the Registrar's Office, Administration Building, Room 226. The deadline is Tuesday, January 15, 2008.

Include NetID with Instructor Name
Along with Instructor of Record's name please also include their NetID. All NetIDs can be found in the Creighton University Addressbook at http://ami.creighton.edu.
Classroom Assignment: Days and Time Slots/ CCAS Policy

Standard class times follow a 50-minute schedule on Monday, Wednesday and Friday beginning on the hour at 0730, and a 75-minute schedule on Tuesday and Thursday beginning at 0800. Please be careful not to cross over these class times unless you have prior approval.

CCAS Council of Chairs agreed to the following policy at their May 6, 2003 Council of Chairs meeting:

1. Core Courses (other than those that satisfy only the Certified Writing requirement) may be scheduled outside the “standard class times” defined above beginning at 3:30 p.m.
2. Courses that do not contribute to the Core (or do so only by virtue of being Certified Writing courses) may be scheduled outside “standard class times” beginning at 2:30 p.m.
3. Any exceptions to these policies require the prior, written agreement of the College (Please consult Senior Associate Dean, Dr. Klein).

Our general purpose classrooms are used very heavily during the prime times: 0930, 1030, 1130, and 1330 on Monday, Wednesday, Friday; and 0930, 1100, and 1400 on Tuesday, Thursday. In order to minimize scheduling conflicts for students, and achieve maximum classroom utilization, please make every effort to schedule fewer classes during prime times listed above and schedule more classes during 0830, 1230, and 1530 hours. Your cooperation is crucial in scheduling all courses into the limited number of rooms available. Thank you for your help in this matter. Thank you for your help in this matter. For more information refer to the Registrar's Policy on Prime Timeslots on our website: http://www2.creighton.edu/registrar/informationandschedules/scheduleofcourses/primetimeslots/index.php

Estimated and Maximum Enrollment

Please read carefully the accompanying Instructions for Completing the Schedule of Course Offerings Form particularly items 4 (h), Est. Enr. (Estimated Enrollment) and 4 (i), Max. Enr. (Maximum Enrollment). The totals entered in the columns for these two items on the report form are very important. The first, Estimated Enrollment, is used in assigning classrooms; the second, Maximum Enrollment, refers to the class size limit. The Maximum Enrollment total you record on the Course Offering Form will be entered into the system and will control the closing of a class; hence, it is vital that this total be carefully determined before recording it on the report form.* The system provides an Override/Exception Form that will allow for individually authorizing students to register for a closed class; however, this device is intended for use only in cases of exceptional need by yourself and your Dean’s Office.

IMPORTANT ITEMS for Completing the Course Offerings Forms

1. Course prerequisites should match those in the Bulletin. Matt Schill, ext. 4022, can answer questions as to the latest prerequisites entered in the Bulletin file. If department approval or instructor consent is included in the course prerequisites in the Bulletin, the course will be assigned a section restriction that will allow online entry with an override.
2. List course offerings in course number sequence within the department (subject).
3. Dean Kennedy has required that you also include in the list of offerings any special exam times that fall outside of the regularly scheduled class meeting times to ensure that students do not unwittingly register for other courses that would conflict with their attendance at a mandatory exam.
4. Special Classroom Requirements - If there are any special needs for the requested classroom or needs for special equipment, (e.g., television, projection screen, etc.) please enter information stating the specific needs. Contact department faculty for their needs and preferences before completing schedule. If you need a SMART classroom, please indicate this on your schedule form.
Special Message
The nature of the Registration system requires that each department carefully assess the need for course offerings and sections of courses for the next semester. It is most important that the proper number of sections be scheduled at the outset. Although class size limits may be increased during Registration, it is awkward to add sections or courses. However, during Registration, once a section or a course is closed, it will not be reopened. Students may be added only by Overrides.

Instructions for Completing the Schedule of Course Offerings Form

1. Use the Fall 2007 Final Schedule of Course Offerings Form provided. Revise this form so as to provide complete information for each course to be offered in the Fall 2007 semester.
2. List in course number sequence within the department (subject).
3. Include the regular recurring courses such as seminar, directed independent readings, study and research, thesis, etc., both undergraduate and graduate.
4. Note the following specific directions concerning the various columns:
   (a) CRN: Make no entry in this column. Course Reference Numbers will be assigned later by the Registrar.
   (b) Subject, Course No.: Use the current course number. If a course has been renumbered recently, show the former number in parentheses behind the new number. Note: The only undergraduate courses that may be taken for graduate credit are numbered in the 500-series.
   (c) Section Letter: Use single letters for lectures, double letters for other section types. Use “N” for night sections only.
   (d) Course Title: Use the regular Bulletin title. NOTE: If you proposed to offer a course recently approved and not listed in the Bulletin, please provide a complete and accurate Bulletin description of the course on a separate sheet, including number, title, credit, content description, etc. In CCAS, the courses must have been submitted to the Dean’s office by the end of the Fall 2007 Semester to be included in the Fall 2008 Schedule. If a course is offered on-line please note this under the course title. All on-line courses must have approval from the College of Arts and Sciences prior to being offered in the curriculum. If you are uncertain about whether you have received this approval, please consult Dean Fleming.
   (e) Credit: The number of semester hours of credit assigned to the course.
   (f) Days: Use the initial letter of day(s) the class will meet, but use R for Thursday.
   (g) Time: Record the exact beginning and ending time of each class based on the 24-hour clock. For example, a class meeting from 8:30-9:20 A.M. is to be listed as 0830-0920, while one meeting from 8:30-9:20 P.M. is to be listed as 2030-2120.

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<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Cred</th>
<th>Days</th>
<th>Time Beg</th>
<th>Time End</th>
<th>Room</th>
<th>Max Enr.</th>
<th>Est. Enr.</th>
<th>Instructor/NetID</th>
<th>Prereq.</th>
<th>Cross Reference</th>
<th>Special Room Requirements</th>
</tr>
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<td>ACC 355</td>
<td>N</td>
<td>Accounting II</td>
<td>3</td>
<td>MWF</td>
<td>1430-1520</td>
<td>A 326</td>
<td>25</td>
<td>20</td>
<td>Ronald Flinn</td>
<td>RAF99999</td>
<td>ACC211</td>
<td>Needs ELMO</td>
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</tbody>
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(continued on next page)
**Max. enr.** Enter in this column the maximum enrollment acceptable in the class (Lect., Labr., Disc., etc.); i.e., the absolute class size limit. This total is entered into the system and controls the class closing for Early Registration.*

**(i)** Est. enr.: Enter in this column an estimate of the enrollment for each course and section. In estimating the number of sections needed and the various course enrollments, please be as accurate as possible, basing your estimates upon study of present and past enrollments. If needed, chairs can obtain data from the Dean’s office or the Registrar.

**(j)** Instructor: Include each instructor and provide NetID.

**(k)** Room: Enter building abbreviation and room if specific room is needed.

**(l)** Course Prereq.: Indicate course prerequisites following the usual style and wording.

**(m)** Cross Reference: If a course is to be offered for credit in more than one department, enter in this column the department abbreviation of each and every cross-referenced department. This is important. **NOTE:** Under the number system, such courses are to have the same number in each department.

**(n)** Special Classroom Requirements: If there is any special needs for the requested classroom or need for special equipment, (e.g., television, projection screen, etc.) please enter in this column stating specific needs. Contact department faculty for their needs and preferences before completing schedule.

5. If, for some reason, a required course will not be offered again as soon as announced in the Bulletin, mention of this fact should be included in the schedule so that students will be alerted to take it at once.

6. In order to improve schedule patterns and opportunities for students and to achieve better classroom utilization, please observe the following guidelines when preparing the departmental schedule of classes.

- **Follow regular day patterns such as MWF and TTh; avoid irregular day patterns, e.g., MWTh, MW, MT, ThF, etc., which overlap regular patterns.** Sections should always begin at standard starting times for the day cycle. Please see above for your college policy on use of MW.
- Courses having multiple sections meeting only once a week (e.g., discussion sections) should have such sections spread throughout the week, but avoid scheduling once-a-week sections during the morning or early afternoon on M,W or F; doing so blocks out the entire M-W-F combination during prime times.
- Because of heavy demands on classroom space, departments should attempt to schedule as many classes as possible in nonprime times.
- In multi-sectioned courses, try to provide as many different time and day options as possible.
- **To further avoid time conflicts, please consult department chairs whose courses affect your majors.**
- In general, adhere to department time schedules that have been proven functional and relatively conflict free.

8. Return an electronic Fall 2008 Schedule to the Registrar's Office by **Tuesday, January 15.** Keep a copy for your reference.

* (Changing your maximum enrollment from past caps should only be done with prior approval of the Dean).