INSTRUCTIONS FOR RECORDING COURSE MATERIAL SUMMER SEMESTER 2008

Introduction

Enclosed is information regarding the preparation and delivery to Summer Sessions and the Registrar, the course offerings your department plans to provide during Summer 2007. We appreciate the care and planning each department chair takes in this endeavor. We must have your submission by Monday, Oct. 1, 2007.

Submission of Course Offerings

Course Verification

Any new courses need to have been submitted to the appropriate committee for approval. Please do not include such courses in your schedule unless they have already been submitted for approval.

Course Information Due Date

Please return the schedule material to the Dean’s Office, Summer Sessions Office and the Registrar’s Office no later than Monday, Oct. 1, 2007. If, however, you find it necessary to alter significantly the schedule of offerings or discover any other problem, please notify the appropriate Dean’s Office and the Registrar’s Office so that they are aware of the reasons for the delay.

Course Schedule Form MUST BE USED

Attached to these instructions is a Class Schedule Form. This form must be used. Advise Matt Schill, Registrar’s Office, ext. 4022, if you wish to receive additional copies of the Schedule of Course Offerings Form or if you would like an electronic version of this form.

Estimated and Maximum Enrollment

Please read carefully the accompanying Instructions for Completing the Schedule of Course Offerings Form particularly items 4 (i), Est. Enr. (Estimated Enrollment) and 4 (j), 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.

IMPORTANT ITEMS for Completing the Course Offerings Forms

1. Include the NetID along with the name of each instructor. The NetID is used simply as an identifier within the Banner system. Including it on the Course Offering forms greatly facilitates the data-entry process.

2. Course prerequisites should match those in the Bulletin. If department approval or instructor consent is included in the section prerequisite in the Bulletin, registration will only be permitted with an override. Matt Schill, ext. 4022, can answer questions as to the latest prerequisites entered in the Bulletin file. Each department should review its course prerequisites to assure that only essential prerequisites are specified.

3. Include in the list of offerings all directed independent study, readings, and/or research courses, etc. (numbered in 490 and 790 series) offered in your department and the instructor for each.

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.
## Instructions for Completing the Schedule of Course Offerings Form

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<tbody>
<tr>
<td>CRN</td>
<td>Subject/ Course Title</td>
<td>Credits</td>
<td>Term</td>
<td>Days</td>
<td>Time Start/End</td>
<td>Room</td>
<td>Max Enr</td>
<td>Est. Enr</td>
<td>Instructor/ NetID</td>
<td>Prereq, Courses</td>
<td>Conditional or Guaranteed</td>
<td>Crosslist</td>
<td>Special Room Considerations</td>
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<tr>
<td>EVS 341</td>
<td>A Gen. Botany</td>
<td>4</td>
<td>Term 1-3 week</td>
<td>MW</td>
<td>1 8 3 0 - 2120</td>
<td>HLS307</td>
<td>25</td>
<td>20</td>
<td>Art Douglas</td>
<td>ARD1111</td>
<td>BIO 211</td>
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<td>BIO 341</td>
<td>Handicap Accessibility</td>
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<td>ACC 355</td>
<td>N Environment &amp; Society</td>
<td>3</td>
<td>Term 2-5 week</td>
<td>MWR</td>
<td>1 4 3 0 - 1520</td>
<td>A326</td>
<td>25</td>
<td>15</td>
<td>Ronald Flinn</td>
<td>RAP999999</td>
<td>ACC 211</td>
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<td>Needs ELMO</td>
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1. Use the form provided and enter complete information for each course to be offered. Please type all entries. Use a separate space for each. Contact Matt Schill if you would like an electronic copy.

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. CRNs 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-serries.
   (c) **Section Letter**: Use single letters for lectures, double letters for other section types. Use “N” for night sections only. Do not use, “X”, “Y”, or “Z”.
   (d) **Course Title**: Use the regular Bulletin (catalog) title.
   (e) **Credit**: The number of semester hours of credit assigned to the course.
   (f) **Term**: PS, T1(3 week), T1 (5 week), T2(3 week), T2(5 week), Term 1B, Term 2B, CSP1, CSP2, IPF
   (g) **Days**: Use the initial letter of the day(s) the class will meet, but use R for Thursday.
   (h) **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.
   (i) **Room**: Enter building abbreviation and room if specific room is needed.
   (j,k) **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.
   (l) **Instructor**: Include the instructor’s name and provide NetID.
   (m) **Course Prereq.**: Indicate course prerequisites following the usual style and wording. (See latest Schedule of Classes)
   (n) **Contracts**: Conditional or Guaranteed
   (o) **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.
   (p) **Special Room Considerations**: Indicate any special room requirements; specific building, floor, facilities, etc.

5. 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 TuTh; avoid irregular day patterns, e.g., MWTTh, MTu, ThF, etc., which overlap regular patterns. Sections should always begin at standard starting times for the day cycle. Irregular times should be used only when they carry over to lower use time (i.e., 8:15-9:20 on M, W, F would be 8:00-9:20 MW and could be acceptable).
   - Classes meeting twice a week should generally follow the TuTh pattern. The only exceptions permitted are later afternoon classes (2:30 or 3:30) on 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.
   - 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.

6. Return completed forms to the Registrar by the date indicated. Keep a copy for your reference.

**IMPORTANT**: Contact Matt Schill if you need additional copies or have any questions.