

BOWDOIN COLLEGE

To: Department Chairs and Program Directors (cover memo and instructions)
Academic Department Coordinators (cover memo, instructions, and forms)

From: Jan Brackett, Associate Registrar

Date: 19 February 2010

Subject: **Submitting Course Information for the Fall 2010 Schedule**

Materials Due: 12 March 2010 **Please return to the Office of the Registrar**

The enclosed materials are designed to help departments and programs provide course information for the upcoming fall semester schedule of course offerings. The instructions that follow will guide you through the completion of these materials.

We greatly appreciate the careful attention that departments and programs devote to ensuring that our curricular offerings are spread across the available academic time blocks. Four important considerations must be kept in mind while scheduling a department's course offerings:

- ❖ Departments/programs are asked to **schedule no more than three course sections during any single time block**. It is hoped that this, plus the use of special time blocks (see next item), will relieve the pressures that result when too many courses are offered at the same time. When courses are more evenly distributed throughout the calendar, students have better access to the courses they need and it is easier to schedule all courses into appropriate classrooms.
- ❖ Some time blocks are designated as "special." **Departments must ensure that a certain number of class sections are scheduled in these special slots according to their size:**
 - Departments offering fewer than 8 sections overall in a semester should schedule at least 1 section in a special slot.
 - Departments offering 8-12 sections overall in a semester should schedule at least 2 sections in special slots.
 - Departments offering more than 12 sections overall in a semester should schedule at least 3 sections in special slots.
- ❖ **Restricted time slots: These time slots (MW, WF, MF 10:00-11:25) may be used only by 300-level courses that will meet in seminar rooms.** A more complete description of the rationale behind the restrictions placed on these time slots is available on our web site:
<http://www.bowdoin.edu/registrar/newcrsslots.shtml>
- ❖ No classes, labs, or discussion sections may be scheduled during the College's Common Hour on Fridays from 12:30 to 1:25 p.m.

The Curriculum Implementation Committee needs to consider proposals for new courses to be offered in the fall by the middle of March. Remember that first-year seminars, topics courses, and revised courses need to go through the course approval process. The form for submitting proposals for new or revised courses is available on the Registrar web site:

<http://www.bowdoin.edu/registrar/newcrsinstructions.shtml>

If you have any questions, please do not hesitate to contact me (x3142, jbracket@bowdoin.edu).

OFFICE OF THE REGISTRAR

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Instructions for Completing Course Offering Worksheets—for Fall 2010

Course Offering Worksheet (tan sheet)

Please complete a copy of this form for each separate class section you plan to offer. Only include courses originating in your department; in other words, cross-listed courses should only be submitted once, by the originating department.

The form serves two purposes: (1) It places a course section on the schedule of course offerings; and (2) It provides enrollment preference information that enables us to enroll students properly in the course.

A. COURSE INFORMATION

1. List the department, course number, and section for each course.

Examples: History 285, Philosophy 221, French 101 C

If the course is offered under more than one department (it is a “same as” course), include the cross-listing information in the spaces provided.

2. On the back of the form, indicate the time the course will be offered by highlighting or circling the appropriate time block. [Starting at the top of the daily calendar, first find the column(s) that list time blocks of the correct length (55 min., 85 min., etc.). Then find the column that lists the days the course will meet (MWF, MW, TTh, etc.). Finally, find the block in the column that has the correct start and end times for the course.]

Time blocks available only for specific departments or uses are so noted on the calendar.

Restricted time slots: These time slots (MW, WF, MF 10:00-11:25) may be used only by 300-level courses that will meet in seminar rooms. A more complete description of the rationale behind these time slots is available on our web site: <http://www.bowdoin.edu/registrar/newcrsslots.shtml>

3. Complete this item if the course has **any mandatory meetings** (labs, film viewings, etc.) **outside of regular class time**.
 - b) Write the type of each mandatory meeting (lab, film, etc.) and the day and time for each. Times should fall within the designated 175-minute, lab-only slots shown on the daily calendar.
 - c) Provide an enrollment limit for each lab. (If there are not enough total spaces in the labs to cover the enrollment limit for the course, please provide an explanation.)
 - d) Provide an instructor for each lab/extra meeting.
 - e) Choose to have students *enrolled* in the mandatory meeting **OR** to have the meeting listed in the schedule of course offerings as an *informational note* without enrolling students specifically in the meeting.
 - When students are enrolled in a mandatory meeting in addition to the course, the meeting appears as a separate lab in each student’s schedule, and the lab/meeting appears as a separate course when the instructor logs into Bearings. Also, when students are enrolled in a mandatory meeting, the registration system ensures that students are not enrolled in another course that meets at the same time.
 - When students are *not* enrolled in a mandatory meeting and we list it instead as an informational note in the schedule of course offerings, students may end up being scheduled for another course that conflicts with the time of the mandatory meeting.
4. Write the course title.
5. List the instructor(s) of this class. If the course will be team-taught, list all instructors.
6. Provide the class size limit for the course. The standard limits, approved by the CEP, are:

First-Year Seminar:	16
Sub-100 Level Course:	50
100-Level Course:	50

200-Level Course:	35
300-Level Course:	at the discretion of the department

You may set a limit that is *higher* than the standard, but not lower. A few courses have CEP approval for a smaller size.

- If you wish to hold spaces for incoming first-year students, please state how many spaces on the line provided.
- Some courses should *not* run at the same time as certain other courses offered by *different* academic departments. If this is true for this course, please indicate. We will check to see if there are conflicts based on the information you provide, and then let your department know what we find.

B. ENROLLMENT PREFERENCES

Enrollment preferences should not be confused with enrollment restrictions or course prerequisites.

Enrollment restrictions—such as no first-year students, first years only, majors/minors only, or permission only—and course prerequisites must be approved by the Curriculum Implementation Committee. The approved enrollment restrictions and prerequisites for a course are used to identify students who qualify to take the course; students who do not meet the restrictions or prerequisite will not be allowed to register for the class. In order for permission of the instructor to be used to override a course prerequisite, students must obtain the instructor’s signature prior to submitting their registration cards.

When the number of qualified students who want to take a course exceeds the class size limit, **enrollment preferences** may be used to fill the class. In cases where the number of qualified students exceeds the class size limit and a preference has *not* been set, students will be randomly selected for the course.

- Please circle **yes** if you want to give preference to students who were previously rejected from your course because it was oversubscribed. (Preferences specified in #9 and #10 interact; if “yes” is chosen for #9, a student who is top priority under the preferences in #10 and who was also previously rejected from the course will have the highest enrollment priority.)
- Please circle **yes** if you want enrollment preferences applied in the event your course is oversubscribed. If you choose yes, then select **ONE** of the preference options (a or b) or describe your own (c).

Department Grid of Course Offerings (green grid)

For each course your department will be offering, write the department, number, and section in the appropriate time block. Only include courses originating in your department.

Examples: ENG 223, CHEM 109 A, PSYC 210

The grid provides you a visual depiction of all of your department’s course offerings for the semester.

Remember to follow the scheduling guidelines governing time slots (see cover memo); schedule no more than three course sections during any one time block, ensure that the appropriate number of course sections are scheduled for “special” time blocks, schedule only appropriate courses in restricted time blocks, and don’t schedule any courses to meet during the College’s Common Hour.

If a course’s start and end times do not exactly match one of the options in a time block, put this course in the right-hand column for “other” courses.

Writing Project Courses

If a course will be listed as a Writing Project course, please make arrangements for that listing with Kathleen O’Connor, Director of the Writing Project (x3760, koconnor@bowdoin.edu).

Community-Based Courses

If a course will be listed as a Community-Based Course or as having a Community-Based Option, please make arrangements for that listing with Janice Jaffe in the McKen Center for the Common Good (x4156, jjaffe@bowdoin.edu).