

**-- Course Offering Worksheet --**

**PLEASE SUBMIT A COPY OF THIS FORM FOR EACH COURSE SECTION BEING OFFERED  
(Only include courses originating in your department.)**

**Fall Semester 2010**

This form has 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. If this is a new or revised course, please submit a new course proposal: <http://www.bowdoin.edu/registrar/newcrsinstructions.shtml>

**A. COURSE INFORMATION**

1. Course: _____ DEPARTMENT      NUMBER      SECTION	SAME AS 1 Course: _____ DEPARTMENT      NUMBER      SECTION
SAME AS 2 Course: _____ DEPARTMENT      NUMBER      SECTION	SAME AS 3 Course: _____ DEPARTMENT      NUMBER      SECTION
FOR REGISTRAR'S USE ONLY: PQ: _____      DIV: _____      DIST: _____	

2. **Course Days/Times:** On the time chart (on the reverse side), **circle or highlight the time this course will be offered.**
3. Complete the following for all **other mandatory meetings** of this class—labs, film viewings, etc: (Mandatory meeting times should fall within the 175-minute Lab Only slots listed on the reverse.)

(a) Section	(b) Mandatory Additional Meeting			(c) Enrollment Limit for Lab	(d) Lab Instructor	(e) Enroll vs. List: <b>Circle one or the other:</b>	
	Meeting Type. Lab? Film?	Day	Time			Enroll students in this mandatory meeting in addition to the course.	Show this meeting in Schedule of Course Offerings, but do not enroll students in meeting.
1			-			Yes	Yes
2			-			Yes	Yes
3			-			Yes	Yes
4			-			Yes	Yes
5			-			Yes	Yes
Total:						(must equal #6 below—or provide an explanation)	

4. Course title: \_\_\_\_\_
5. Course instructor(s): (Please list all instructors if this course will be team-taught.) \_\_\_\_\_
6. Class size limit: (You may go over the standard limit for this course but not under.) \_\_\_\_\_
7. Do you want us to hold spaces for first-year students who will register in August? If yes, how many spaces? \_\_\_\_\_
8. Are there courses *in other departments* that should not be offered at the same time as this course? If yes, which courses?

**B. ENROLLMENT PREFERENCES** [Note: Enrollment RESTRICTIONS—such as no first years, first years only, majors/minors only, or permission only—must be approved by the faculty; we will apply the restrictions that have been approved for this course.] The enrollment PREFERENCES you specify here will apply if the course is oversubscribed.

9. Do you wish to give priority to students who were previously rejected from this course due to lack of space? **Yes No**  
(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.)
10. Do you want enrollment preferences applied if this course is oversubscribed? **Yes No**  
If **yes**, please check **ONE** of the options below. If you check nothing and the course is oversubscribed, students will be selected randomly for the course. **Note: The only way to give preference to first-year students for a fall course is to hold spaces for them. (See #7 above.)**
  - (a) \_\_\_\_\_ Preference to seniors, preference to majors/minors.  
*Senior majors/minors (1), junior majors/minors (2), senior non-majors/minors (3), junior non-majors/minors (4), sophomores (5).*
  - (b) \_\_\_\_\_ Preference to senior and junior majors/minors equally, preference to non-majors/minors in order by class year.  
*Senior and junior majors/minors (1), senior non-majors/minors (2), junior non-majors/minors (3), sophomores (4).*
  - (c) \_\_\_\_\_ Other. Please describe: \_\_\_\_\_

Signature of Instructor: \_\_\_\_\_ Signature of Department Chair: \_\_\_\_\_

# BOWDOIN COLLEGE DAILY CALENDAR

**INSTRUCTIONS:**

Highlight or circle the correct time block for this course.

**\* The College's Common Hour is Friday 12:30-1:25**

Course Times		55 min block (~ 1 hr)	85 min block (~ 1.5 hrs)					115 min block (~ 2 hrs)		145 min block (~ 2.5 hrs)		175 min block (~ 3 hrs)					
		MWF	MWF	MW	WF	MF	TTh	MW	TTh	MW	TTh	M	T	W	Th	F	
AM	8:00 - 8:25																
	8:30 - 8:55	8:30-9:25 <b>S</b>	8:00-9:25 <b>S</b>	8:00-9:25 <b>S</b>	8:00-9:25 <b>S</b>	8:00-9:25 <b>S</b>	8:30-9:55 <b>S</b>										
	9:00 - 9:25	9:30-10:25 <b>S</b>															
	9:30 - 9:55																
	10:00 - 10:25																
	10:30 - 10:55																
	10:30 - 11:25																
	11:00 - 11:25																
	11:30 - 11:55																
	12:00 - 12:25																
	12:30 - 12:55	*	*														
	1:00 - 1:25																
	1:30 - 1:55																
	2:00 - 2:25																
	2:30 - 2:55	2:30-3:25 <b>S</b>	2:30-3:55 <b>S</b>	2:30-3:55 <b>S</b>	2:30-3:55 <b>S</b>	2:30-3:55 <b>S</b>	2:30-3:55 <b>S</b>										
	3:00 - 3:25																
	3:30 - 3:55																
	4:00 - 4:25																
4:30 - 4:55																	
5:00 - 5:25																	
5:30 - 5:55																	
6:00 - 6:25																	
6:30 - 6:55																	
7:00 - 7:25																	
7:30 - 7:55																	
8:00 - 8:25																	
8:30 - 8:55																	
PM	9:00 - 9:25																

**\*\* RESTRICTED Time Slots (MW, WF, MF 10:00-11:25) may be used ONLY for 300-level courses that will meet in seminar rooms.**

**Special Time Slots** [identified with **S** and a double line around the time block]: Departments must schedule a certain number of courses in these special slots.

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.

The code numbers in the lower right corners of the time blocks (110-600) are used by the Office of the Registrar.