

**-- 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 2012**

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: _____ SUBJ      OLD NUM      NEW NUM      SECT	SAME AS 1 Course: _____ SUBJ      OLD NUM      NEW NUM      SECT
SAME AS 2 Course: _____ SUBJ      OLD NUM      NEW NUM      SECT	SAME AS 3 Course: _____ SUBJ      OLD NUM      NEW NUM      SECT

FOR REGISTRAR'S USE ONLY: PQ: _____	DIV: _____	DIST: _____
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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 has more demand than capacity.

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: \_\_\_\_\_

