INSTRUCTIONS FOR AY 16-17
COURSE SCHEDULING IN COMPLIANCE

COMPLIANCE VIEW
Due on February 1, 2016:

The procedures below refer to all undergraduate and graduate course offerings. Departments and programs will enter course information in the Google Compliance View spreadsheet created by the Registrar's office. Submission Deadline: February 1, 2016.

Prior to a compliance check, please submit in the Scheduler View all courses intended to be offered, including courses going through the course approval process and are not yet in the course catalog, courses that were inactive, and courses being renumbered. Additional instructions on using the Scheduler View are available from the Registrar's office or at http://www.brandeis.edu/registrar/faculty/docs/16-17/Instructions-Course-Scheduler-View.pdf.

Upon completion of the initial entry of your course schedule for AY 16-17, the Registrar's office will run a compliance check on your submission and open the Compliance View spreadsheet for making changes to your class schedule.

FORM 2A

Once you have all course information from your faculty, the Registrar’s office will complete Form 2A: Schedule Compliance Checklist to determine whether your proposed course distribution is in compliance with departmental scheduling rules. After completing the form, you may need to make adjustments to your block assignments.

Adjustments are made in the Compliance View spreadsheet. Your course schedule will be included in the calendar view along with two additional columns Change Requested and Registrar Approve or Deny.

COMPLIANCE VIEW

When your entry is completed for your fall and spring class schedules, the Registrar's office will run a compliance check on the information provided.

1) You will be provided the results in fall and spring tabs and calendar views for each term based on the information you submitted. Please note: these rows are frozen and may not be edited. They are a record of your original submission.

2) On the tab for fall, please update your proposed class schedule for the next academic year by entering changes on a new row. Each change should be indicated on its own row.

3) In the Change Requested column, select the option from the drop down. You may:
a) Indicate a course is no longer being offered
b) Add a course to the schedule
c) Request a new block (use this option if asked to change a block assignment in Your Compliance)
d) Add or remove an instructor
e) Revise a title or description
f) Make another request and provide the details in the Notes column
4) Repeat this process for the spring term.

5) The Registrar’s office will review your request and indicate whether it was approved or denied. Changes that are marked Approved will be entered into Sage. Changes that are denied may be followed up by a request for supporting information or a written rationale.

All requests are subject to approval by the Registrar’s office. Requests should be made one per row, and if multiple changes are being made to the same course, you may use more than one row.

The Office of the University Registrar reserves the right to assign any classroom to any class offered during the term regardless of department or location on campus.

Courses outside the block system: The block system makes specific provisions for the scheduling of science laboratory courses, studio art, and language courses. These courses must be scheduled in accordance with these provisions. All other courses are to be offered in strict compliance with the block system. To request an exception from this provision, please provide a memo outlining your request and supply a detailed explanation of why an irregular block assignment is being requested. In most cases, out-of-block classes will not be scheduled by the University Registrar in University-shared classrooms. Obtaining a space for an out-of-block class is the responsibility of the instructor or department.

As additional changes are requested until the start of the term, please enter them on this spreadsheet in a new row, for the appropriate term.