INSTRUCTIONS FOR SUBMITTING
AY 16-17 COURSE SCHEDULING INFORMATION

SCHEDULER VIEW
Due on December 4, 2015:

The procedures below refer to all undergraduate and graduate course offerings. Departments and programs will enter course information in the Google Scheduler View spreadsheet created by the Registrar’s office. Submission Deadline: December 4, 2015.

To begin, you will receive the Course Scheduling - Invitation to view email. Note that some users may open the shared spreadsheet in a “notification” view. If you do this, it will look like the spreadsheet is not available to edit.

In cases like this, to switch to the edit view, you need to hit the "Pop Out" button and that will take you to the full spreadsheet.

Please note you only have edit access to your own department or program folder and view access to all others.

Scheduler View will include your course schedules from fall and spring of last year, a calendar view of your course offerings from last year, and a list of currently offered independent instruction sections.

On the tab marked Fall 2016 and on the tab marked Spring 2017, please update your proposed class schedule for the next academic year. You may:

a) Add a row to the spreadsheet to offer a course currently in the catalog. Use the drop down to select the correct course number and complete the information for this course. (Note that in some cases, adding a row in the middle of existing data will not copy the code that controls the display of data in the calendar. Please contact the Registrar’s office if this occurs).

b) Add a row to offer a “New” course that is not yet approved. Please use “New” in the drop down for the Course Num field. Complete the information in all columns for this course. Please submit the course using the New Course Approval Form as soon as possible (see page 2 of http://www.brandeis.edu/registrar/faculty/docs/16-17/Submitting_Bulletin_Revisions.pdf for more information).

c) Add a row to offer a course that is currently inactive. Please use “Make Active” for the Course Num field. Complete the information for this course. Please note: any substantial changes to the course may require the course go through the new course approval process.

d) Delete a row to indicate a course will not be offered.

Additionally, please provide, if known:

a) The course title (write-in column)

b) The section number (courses with multiple sections should be listed consecutively)
c) The primary instructor and additional instructors if applicable  
d) The block offered  
Please use “Out of Block” to indicate if a course is being proposed to run outside of our block system.  
**The Registrar’s office approves all requests to offer a course out of block** on a case by case basis. For courses offered in more than one block, please indicate the primary block and additional blocks as needed.  
e) Anticipated total enrollment  
f) The enrollment limit  
g) Whether instructor or department signature is required for enrollment  
Note: leaving this field blank will result in no signature required.  
h) Room style (choose from drop down)  
i) Technology requested (choose from drop down)  
Note: most classrooms have standard technology (PC or laptop connect and projection) and leaving this field blank will result in a request for standard technology.  
j) Additional notes about the offering  
k) An early registration enrollment limit if applicable and if different from the enrollment limit  
Finally, please review the **Independent Instructional Sections** tab. Indicate if additional sections should be **Added** or if current sections should be **Deleted**.  

**ADDITIONAL INFORMATION**  
1) Include any First Year Seminars (FYS) and Experiential Learning Practicums (EL) taught by your faculty. Also include any possible new courses which may be offered, including courses that have not yet been approved or a new hire is not yet confirmed. Including potential courses allows our office to make more informed decisions when scheduling classrooms.  

2) Departments are now required to submit signatures and limits requirements on the curriculum plan submitted to the Dean’s Office for approval. Any exceptions or changes to the submitted requirements must be approved by the department’s curriculum committee, the department Chair and the Dean’s Office.  

3) Enrollment Restrictions: Most courses are “open enrollment” courses that enroll all students who wish to register for them. However for pedagogical purposes, some instructors choose to limit access to their courses. This may be done in one of two ways, or both as needed:  

- **Enrollment limited to a maximum number of students**: Use this when you want to insure a class size suitable to the teaching method you will employ. The registration system will not permit the enrollment to exceed that number; however, you may choose to specifically override the limit for individual students using a consent code.  

- **Signature of the instructor required**: Use this when you want to make qualitative judgments about enrollment in the class, e.g., accepting only upperclassmen, or majors, or those who have taken certain prerequisite courses. Currently, the registration system will not automatically enforce prerequisites; monitoring by the instructor is required. Upon request, the Office of the University Registrar will manually drop students who do not meet the prerequisites.  

4) Room Resources Requests: Indicate any special demands a course may place on room resources, e.g. will be running T.A. sections, requires a screen for projecting slides, or handicap accessibility. If there is a compelling reason for requesting a specific room, indicate the reason in a very brief fashion (e.g., "Lown 2-- Size + AV" or "O-S 124-Maps"). If there is no compelling reason for requesting a specific room, please list only room attributes. Rooms designed for
particular functions (e.g., science labs and art studios) are assigned by the relevant departments and may be unavailable to other departments.

5) Early Registration: Most courses should participate in early registration. Courses where students must submit work for review prior to enrolling, or that require an audition, or in case of uncertainty regarding the availability of faculty to teach a course—in these circumstances it may be appropriate for the course not to be available for early registration. Submission Deadline for new courses to be available during fall early registration: March 1, 2016. Submission Deadline for new courses to be available during spring early registration: September 23, 2016.