COMPLIANCE AND REQUESTING CHANGES TO YOUR COURSE SCHEDULE

INSTRUCTIONS FOR AY 17-18

Prior to a compliance check, please submit in the Google Course Scheduler all courses intended to be offered, including courses going through the course approval process and are not yet in the course catalog (NEW), courses that were inactive (MAKE ACTIVE), and courses being renumbered. Additional instructions on using the Google Course Scheduler are available from the Registrar’s office or at http://www.brandeis.edu/registrar/faculty/docs/17-18/Instructions-Course-Scheduling-Information.pdf.

Upon completion of the initial entry of your course schedule for AY 17-18, the Registrar’s office will run a compliance check on your submission and send you recommended and required changes. This will happen on or before FEBRUARY 3, 2017. Any changes after the compliance check should be requested in the Google Course Scheduler based on the instructions below.

FORM 2A

Once you have all course information from your faculty, you may 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.

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. Please note: the information you submitted may not be edited once the compliance check is complete. The rows are frozen as a record of your original submission.

All requests for changes to your class schedule are made in the Google Course Scheduler spreadsheet.

REQUESTING CHANGES TO YOUR COURSE SCHEDULE

1) On the tab for fall, please update your proposed class schedule for the next academic year by entering each change on a new row.

2) In the Request Change to Schedule column, select the option from the drop down. You may:
   a) Indicate a course is no longer being offered (No Longer Being Offered)
   b) Add a course to the schedule (Add to the Schedule)
   c) Request a new block (Request a New Block)
   d) Add or remove an instructor (Add Instructor, Remove Instructor)
   e) Update the enrollment limit (Update Enrollment Limit)
   f) Revise a title or description (Revise Title or Description)
   g) Make another request and provide the details in the Comments column

3) Write in the Date and Name of Requester in the columns provided (optional).

4) Add the Subject Area and Course Number (and Section if applicable) on the row and then in the appropriate detail column, indicate the detail of the change being requested.
5) Repeat this process for all changes to fall and spring term on the appropriate tab.

6) 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 marked **Denied** may be followed up by a request for supporting information or a written rationale. Requests solely for classroom assignments may be marked **Under Review**. Requests for add an instructor who does not have a current appointment may be marked **Pending**.

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 a detailed explanation of why an out-of-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.