INSTRUCTIONS FOR SUBMITTING
AY 17-18 COURSE SCHEDULING INFORMATION

The procedures below refer to all undergraduate and graduate course offerings. Departments and programs will enter course information in the Google Course Scheduler spreadsheet created by the Registrar’s office. Submission Deadline: December 7, 2016.

New Users
To begin, new users 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.

Returning Users
If you are a returning user, you will only need to navigate to your department or program folder and find the spreadsheet marked AY 17-18. All of your previously entered information for AY 16-17 will be archived in a new folder marked AY 16-17. Changes to spring 2017 will continue to be made on the AY 16-17 spreadsheet on the “Spring 2017” tab.

When you open the AY 17-18 spreadsheet for the first time, you will see your course schedules from fall and spring of last year and a list of currently offered independent instruction sections.

On the tab marked Fall 2017 and on the tab marked Spring 2018, 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.

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/17-18/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 name of requester
   b) The date of request
   c) The course title
   d) The section number (courses with multiple sections should be listed consecutively)
   e) The primary instructor and additional instructors if applicable
   f) 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.

   g) Anticipated total enrollment
   h) The enrollment limit
   i) Whether instructor or department signature is required for enrollment
      Note: leaving this field blank will result in no signature required.
   j) Room style (choose from drop down)
   k) Room requested
   l) 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.
   m) Additional Comments about the offering
   n) An early registration enrollment limit if applicable and if different from the enrollment limit

**Updating Class Notes**

A class note is a note to students about a particular course or a particular class sections. The note is specific to the term when the class or section is offered and may include a topic, information about requesting a consent code, or other information. Class notes appear with each section listing in the public Schedule of Classes.

You may add or update a class note in the Class Notes field Google Course Scheduler. Some class notes are standard and will be updated automatically. Those include:

- See Course Catalog for prerequisites.
- See Course Catalog for Special Notes.
- Instructor's Signature Required.

For questions about whether to include a class note, please contact the Registrar's office.

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.