INSTRUCTIONS FOR SUBMITTING
AY 19-20 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: January 28, 2019.

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 19-20. All of your previously entered information for AY 18-19 will be archived in a new folder marked AY 18-19. Changes to spring 2018 will continue to be made on the AY 18-19 spreadsheet on the “Spring 2019” tab.

When you open the AY 19-20 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 2019 and on the tab marked Spring 2020, 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/18-19/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.
e) Classes will not be added to the schedule unless there is a block listed.

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) Classroom style (choose from drop down)
   Lecture (Desks in rows) e.g. Lown 201
   Seminar (Center table) e.g. Olin-Sang 104
   Auditorium (Over 100 seats) e.g. Schwartz 103
   Auditorium (Under 100 seats) e.g. Gerstenzang 124
   Collaborative Seating e.g. Abelson 126
   Computer Cluster e.g. Farber 101a
   Lab e.g. Shapiro Science Center LL10
   Online

k) Room requested
l) Additional Comments about the offering
m) An early registration enrollment limit if applicable and if different from the enrollment limit
n) Class notes (if applicable)

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.

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) An instructor is required to be listed for all classes published on the public schedule. Adjunct and new hires need to be added prior to the first day of instruction, both in the google scheduler and with the Dean’s office. The Dean’s office is responsible for adding new and renewed faculty appointments to Sage. No faculty may be listed without an appointment.

3) 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.

4) 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 declared 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.

5) 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. 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.

6) 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: February 25, 2019.
   Submission Deadline for new courses to be available during **spring** early registration: September 27, 2019.