

**INSTRUCTIONS FOR SUBMITTING
DEPARTMENT AND PROGRAM COURSE SCHEDULES
2010-2011**

The procedures below refer to all **undergraduate and graduate** course offerings at the university.

Submission Deadline: December 1, 2009.

FORM 2A: Once you have gathered all course information from your faculty, you need to complete the 2A form to test whether your proposed course distribution is in compliance with departmental scheduling rules. After completing the form you may need to make adjustments to your blocks. Once you are satisfied with your compliance, submit this form to our office and enter all of your course information in MAAX.

MAAX (COURSE PLANNING MODULE): For all courses that your department or program is considering offering for each semester, we ask that you provide:

- Subject and catalog number and section (the title will automatically display)
- Instructor's name
- Block time
- Enrollment restrictions (limit or signature or both)
- Special equipment or other special needs

Make sure you include any First Year Seminars (FYS) taught by your faculty. This will help you plan your department's course offerings and confirm for us your understanding of the FYS schedule of your faculty. You should also include any possible new courses which may be offered, even if the course has not been approved or the new hire is not yet confirmed. It is much easier to cancel a course from the planning module than attempt to add a course after schedule decisions across the university have been made.

Early Registration: Most courses should participate in early registration. However, 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.

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 # students: Use this device when you simply 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 during final registration.

Signature of the instructor required: Use this device 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 pre-requisites; manual monitoring by the instructor is the only way.***

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 125-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 specifically designated.

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 relief from this provision, please provide a memo outlining your request and supply a detailed explanation of why an irregular block assignment is being requested. The University Registrar will review these requests and may consult with the Dean of Arts and Sciences.