

Brandeis University - Office of the University Registrar

To: Department Chairs and Academic Administrators
From: Gabrielle Harder, Associate Registrar
Re: *Bulletin* and Schedule of Classes: Procedures and Timetable
Date: July 1, 2009

At the beginning of every academic year we ask you to start planning for the next one. We ask that you give us the detailed information for the 2010-2011 *Bulletin* as well as the specific class scheduling for all courses to be offered in fall term 2010 and spring term 2011. This information is due to our office on December 1, 2009.

Please review the enclosed "Key Dates" document for details on the *Bulletin* and *Schedule of Classes* submissions. We ask that you pay attention to all stated deadlines as these are important for allowing time to proof our online publications. Accuracy of scheduling information is critical for students in their planning and influences their perceptions of the university.

Bulletin Revisions: You will have several opportunities to review your section prior to our annual printing in August. Please follow the submission deadlines as outlined on the "Key Dates" document. The *Bulletin* constitutes an implied contract between the University and its students, and therefore it is important to all of us that it be complete and correct.

- **New courses:** The New Course Form indicates the information and approval routes for all new course requests. Please be mindful of these extra steps and plan extra time to accommodate this process. You should use this form exclusively in submitting new course requests. It facilitates the work of the approval bodies, the dean, and the people in my office.

Degree Audit: any changes to a major or minor, new courses, cross-listings, and electives will impact the degree audit. Please make sure to annotate any changes accordingly so that we can update the audit program. Our office will contact chairs separately regarding degree audits issues.

Schedule of Classes: The referenced materials describe the procedures for course schedule planning and specify the timetable by which we need information from you. As in previous years, you are being asked to supply information for the entire upcoming academic year for all undergraduate and graduate course offerings.

When developing your schedules, please be aware of potential conflicts with courses in other departments that often overlap with yours in student enrollments. This is particularly important with required courses.

You should use the block system when making requests for specific course time assignments. The block system has proven effective in optimizing course availability for students, in making good use of our supply of classrooms, in controlling bunching in prime time hours, and in minimizing crowding in the dining halls at lunchtime. We need your continued compliance with the spirit and the substance of these rules.

Please make sure to include the following information for each course being offered: instructor's name, block time preferred, enrollment last offered and expected enrollment, as well as classroom preference and equipment needs. FYS courses, if offered by your department or program, must be included in your scheduling submission and are counted in your distribution.

Instead of sending a large packet of printed materials, we have posted the necessary information on our website, www.brandeis.edu/registrar/courseplanning/.html. There you will find the following materials that you should review, print, and submit as needed:

- Rules Governing Course Scheduling
- Block Chart
- Instructions for Submitting *Bulletin* Revisions
- Instructions for Submitting Courses
- New Course Declaration Form
- Form 2A: Schedule Compliance Check List for 2010-2011 (This form must be completed and submitted to the University Registrar by December 1, 2009.)

If you have questions or need additional information, please contact me at (gharder) x62017 or Janet Driscoll (jdriscoll) x62015.