

**INSTRUCTIONS FOR SUBMITTING
DEPARTMENT AND PROGRAM COURSE SCHEDULES
2011-2012**

The procedures below refer all **undergraduate and graduate** course offerings.

Submission Deadline: December 3, 2010

FORM 2A: Once you have all course information from your faculty, you need to 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. Once you are satisfied you are in compliance, submit this form to our office and enter all of your course information in MAAX.

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.

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
- Instructor's name
- Block time
- Enrollment restrictions (limit or signature or both)
- Special equipment or other special needs
- (Topics courses only) Topic title and a brief description

Include any First Year Seminars (FYS) 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.

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.

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 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 using a consent code.

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 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.

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., "Low 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 unavailable to other departments.

The Office of the University Registrar reserves to 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 supply a detailed explanation of why an irregular 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.