

IOWA STATE UNIVERSITY

OF SCIENCE AND TECHNOLOGY

Interoffice Communication

DATE: September 16, 2004
TO: Department Chairs
FROM: Laura Doering
Associate Registrar
RE: Course Offerings for Summer 2005 *Schedule of Classes*

DUE DATE: Wednesday, October 27, due in dean's office

NOTICE: *Read carefully –new information and instructions!*

Enclosed are preliminary course offering materials for Summer 2005.

Highlights of the recently introduced report format –

- ❖ This format conveniently combines all course, section and restriction information into one report.
- ❖ This format uses significantly fewer abbreviations, codes, and symbols. Its user-friendly messages should help in interpreting course and section characteristics. Characteristics can be defined at the course and/or section level and include those items that are definitive or restrictive about that course and/or section. The course level characteristics that may not be changed on this report include course number or title, fixed or variable credit hours, satisfactory–fail, dual list, cross listings, repeatable and in gpa calculation, diversity/international perspectives, night exams, subtopics, and non-major graduate credit. Curriculum committee approval is required to change any of these course characteristics.
- ❖ This report does not ask for you to provide instructor information. The Office of the Registrar no longer collects any instructor information as part of the course offering submission process. Instructor information is loaded to the Registrar's file on ADIN by department personnel. This report does provide additional information, such as class delivery method and an indicator for U.S. Diversity/International Perspectives.

Timeline and Instructions for Review –

Please review and update your offerings for the Summer 2005 *Schedule of Classes*. Note your course offering corrections in red on the enclosed report and submit an original and two copies of the revised offerings for summer 2005 to your dean's office by **Wednesday, October 27**. A proof copy, reflecting any changes submitted on this report, will be mailed to you on Wednesday, December 8. Summer 2005 offerings will be made available on the Web in early January.

Instructions for completing your review are at <http://www.iastate.edu/~registrar/depts.shtml>. Go to the department menu on the Registrar's homepage, and choose Course Offerings. It's your decision whether to print some or all of the on-line resources. You are especially encouraged to reference the *Procedures for Verifying/Revising Course Information*, available from this site. To access this site, go to the Office of the Registrar homepage, choose *Departments*. From the *Departments* menu, choose *Course Offering Instructions*.

This Web site includes a variety of information to help you prepare your course offerings. Information available from this site includes: (1) course offering submission instructions including procedures for verifying/revising course information, (2) definition of instruction types, (3) standard day and times procedures, and (4) standard university course numbers. In addition, from this site you can download the experimental course approval form or the special course fee authorization form, should you need to complete either process for a course you are including on your summer 2005 offerings.

REVIEW CHECKLIST

- ☑ Go to www.iastate.edu/~registrar/depts.shtml and review the *Procedures for Verifying/Revising Course Information*.
- ☑ Next review **all** information on the course offering report, and note changes in **RED ink**.
- ☑ When **adding sections**, we welcome you to add these sections on the course offering report rather than using the enclosed Supplemental Course Section Offering page. The supplemental page is useful when making major revisions. Please don't duplicate your efforts by putting the information on both the report and the supplemental page.
- ☑ Course information is stored at the course catalog level and at the section level on the Registrar's files. **All course information for catalog year 2004-05 is included on this report, regardless of whether the course is on the summer 2005 offerings.** If the course has one or more sections offered this summer, section information will follow the course information. If the course is not offered this summer, no section information will follow. Please verify all information at the section level; course catalog information does not need to be reviewed or verified at this time.
- ☑ Any **enrollment restrictions** in use should be listed as a course or section comment. All enrollment restrictions on the Registrar's file will be listed at the "course" level. If the restriction is actually being used, it will list under "course" or "section" comments.
- ☑ If you have sections that meet together in a **common room** or any other **special room characteristic** requests, please note that information under comments. If you have sections that meet together in the same room, you must indicate you need a common room. Failure to do so will result in separate room assignments with insufficient capacity. Questions about room scheduling should be directed to roomscheduling@iastate.edu.
- ☑ Do not provide **instructor information** as part of this submission, as the Office of the Registrar does not enter instructor information. If your department does not currently have ADIN update access for instructor information, please contact Clare Smith-Larson in the Office of the Registrar. Instructions for entering instructor information are available on the Office of the Registrar's Web site. Choose "For Departments" in the upper left hand corner, then choose Course Offerings from the menu on the left bar. Instructor role is required for all instruction types; percent of time is required only for role 1, which should be assigned to any instructor directly involved in the instruction of students.
- ☑ Departments are requested to enter the URL for the course section and its syllabus on the CO system, WR (Web Reference) screen. Web addresses should no longer be included as part of a course or section note. By entering this information on the WR screen, it will print in the on-line Schedule of Classes and on the student's AccessPlus schedule. Web addresses do not carry forward from one term to the next or from one year to the next, and subsequently must be reentered each term.
- ☑ Study abroad offerings should be submitted to the Study Abroad Office, not included as part of this submission. Study Abroad will approve those courses and then forward the course information to the Office of the Registrar.

Additional paper work is required if you intend to do any of the following:

1. Offer an experimental course – Choose “E” in the Index on the Iowa State University homepage to access information on Experimental Course Procedures and/or the Experimental Course approval form. March 1 is the deadline for adding an experimental course to the offerings for summer 2005. Rules exist that govern the number of times a course may be offered experimentally, and whether a course may be carried forward from one catalog to the next. Questions about experimental course procedures or offerings should be directed to Allison Ruhde amruhde@iastate.edu or 4-2852; or Barb Hotchkiss in Student Scheduling at bjhotch@iastate.edu or 4-2388.
2. Introduce or change the amount of a special course fee – Choose “S” in the Index on the Iowa State University homepage to access information on Special Course Fee Authorization (the Special Course Fee approval form). Questions about special course fees should be directed to Barb Hotchkiss at bjhotch@iastate.edu or 4-2388.
3. Dual list a course – Go to www.iastate.edu/~registrar/forms/ to find the procedures for dual listing a course.
4. Change any course information requiring college curriculum committee approval – You may not change course information requiring college curriculum committee approval by making that change on this report. Your department chair and your college curriculum committee must approve that change and communicate their approval to Laura Doering, Associate Registrar, via a memo.

SUMMER DETAILS

Information on summer youth programs will be offered via the summer school website. This summer 2005, Iowa State continues its effort to promote its summer youth programs. Join us in this effort by sending information about your summer youth offerings to Char Hulsebus, Office of the Registrar, 4-6329 or cchulse@iasatate.edu.

Session dates for Summer 2005 include the following:

Summer Session I and Summer Session II combined (SSB)	May 16-August 5
Summer Session I courses (SS1)	May 16-July 8
Summer Session II courses (SS2)	June 13-August 5
First four-week courses (SF4)	May 16-June 10
Middle four-week courses (SM4)	June 13-July 8
Last four-week courses (SL4)	July 11-August 5
First six-week courses (SF6)	May 16-June 24
Last six-week courses (SL6)	June 27-August 5

Although most courses should adhere to one of the date categories indicated above, many workshops and other special offerings may have unique dates.

Start times for summer session classes are as follows:

7:30 8:40 9:50 11:00 12:10 1:20 2:30 3:40

This pattern provides for a standard sixty minute class period with a ten minute break between classes. This allows the full 300 minutes per week required for most three credit courses meeting 8 weeks. Those courses requiring more than 300 minutes per week should use the same starting times listed above but continue into the next class period. If a class will meet for more than sixty minutes, please indicate that on the course offering sheets (e.g. MTWRF 8:40-10:40).

Please contact Barb Hotchkiss at 4-2388 or bjhotch@iastate.edu if you have questions on the course offerings for Summer 2005.

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Interoffice Communication

DATE: September 17, 2004

TO: Associate Deans

FROM: Laura Doering
Associate Registrar

RE: Summer 2005 Course Offerings

As we have done in past years, the Registrar's Student Scheduling Office has prepared the course offering materials and instructions for the Summer 2005 *Schedule of Classes*. Envelopes for departments in your college accompany this memo.

If you want to add additional instructions prior to distribution of these materials, please do so. If you do not want to add any materials to this mailing, please have your staff put these envelopes in campus mail as soon as possible.

Course offerings for Summer 2005 are due in the deans' offices by Wednesday, October 27. After review and approval by your office, please forward the Summer 2005 offerings to the Registrar's Student Scheduling Office. In order to stay on schedule, we need to have all summer course offerings in the Registrar's Office by Friday, November 5.

Departments will have a chance to proof their offerings and make changes in early December. Changes due to budgetary considerations should also be made at that time. The final run for the Summer 2005 *Schedule of Classes* will be on Tuesday, January 4, so all corrections must be made prior to that time.

Please call me at 4-0760 if you have any questions on course offerings for Summer 2005.

cc. David Holger
Ellen Rasmussen