IOA STATE UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Interoffice Communication

DATE: September 8, 2014
TO: Department Chairs
FROM: Shawna Saad, Assistant Registrar
RE: Course Offerings for Summer 2015 Schedule of Classes

DUE DATE: Wednesday, October 29

Enclosed are preliminary course offering materials for Summer 2015. These materials only list courses which have summer sections existing on the course offering files. Since courses not offered this past summer do not appear here, please remember to consider your alternate year and elective courses.

Timeline and Instructions for Review –
Please review and update your offerings for the Summer 2015 Schedule of Classes. Note your course offering corrections in red on the enclosed report and distribute the revised offerings for Summer 2015 by Wednesday, October 29 in the following manner:

Original - Registrar’s Student Scheduling Office, 10 Enrollment Services Center
One copy - Dean’s office (excluding LAS College)
One copy - Room Scheduling, General Services Building
One copy - Retain for your files

Any changes which may come up after you turn in these forms should be submitted through the Course Offering Changes Form in AccessPlus, which will become available for Summer 2015 on Thursday, October 30.

A proof copy, reflecting any changes submitted on this report, will be available as an e-Report on AccessPlus on or about Tuesday, December 2. These same changes will be made to the Web Schedule of Classes.

To complete your review, go to http://www.registrar.iastate.edu/faculty-staff/offeringinfo. 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 under the Verify Course Information icon at this site.

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, (2) procedures for verifying/revising course information, (3) definition of instruction types, (4) standard day and times procedures, and (5) standard university course numbers. In addition, from this site you can select a link to the experimental course approval system, should you need to complete that form for a course you are including on your summer 2015 offerings.
REVIEW CHECKLIST

☐ Go to http://www.registrar.iastate.edu/faculty-staff/offeringsinfo and review Verify Course Information.

☐ Review all information on the course offering report, and note changes in RED.

☐ When adding sections, we welcome you to add these sections on the course offering report rather than using the Supplemental Course Section Offering page. The supplemental page should only be used when making major revisions. Please don’t duplicate your efforts by putting the information on both the report and the supplemental page. The Supplemental Course Section Offering page is available at the offering info website listed above.

☐ Course information is stored at the course catalog level and at the section level on the Registrar’s files. Course information for catalog year 2014-15 is included on this report only for courses with sections on the summer 2015 offerings. Please verify all information at the section level; course catalog information does not need to be reviewed or verified at this time.

☐ This report includes all enrollment restrictions stored on the Registrar’s file under the general course information for the courses listed. If a restriction is actually being used, it will appear as a course or section comment. Please review those restrictions being used this term.

☐ 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, 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.

☐ Departments are responsible for entering instructor information. If your department does not currently have ADIN update access for instructor information, please contact Sly Upah in the Office of the Registrar. Instructions for entering instructor information are available on the Office of the Registrar’s Web site. Choose “Information For Departments” in the lower left hand corner, then choose Course Offering, then Instructor Updates from the menu on the left bar. Instructor role is required for all instruction types; percent of time is only required for role 1. Role 1 should be assigned to any instructor directly involved in the instruction of students. If more than one instructor is assigned to role 1, the percent of time should be divided so that the total is 100%.

☐ 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 not be included as part of a course or section note. By entering this information on the WR screen, it will print in the 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.
All new or updated special course fees for Summer 2015 must be entered through the AccessPlus Special Course Fee authorization system and fully approved prior to March 1, 2014.

Additional paperwork 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 2 is the deadline for approval of an experimental course to be offered for summer 2015. 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 Char Hulsebus at cchulse@iastate.edu or 4-6329.

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 in AccessPlus). Questions about special course fees should be directed to Shawna Saad at ssaad@iastate.edu or 4-9179.

3. Dual list a course – Go to http://www.registrar.iastate.edu/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, as well as the Faculty Senate Curriculum Committee, must approve that change and communicate their approval to Shawna Saad, Assistant Registrar, via a memo.

SUMMER DETAILS

Information on summer youth programs will be offered via the summer school website. This summer 2015, 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 Marcia Mabee, Office of the Registrar, 4-9374 or marmabee@iastate.edu.

Session dates for Summer 2015 include the following:

- Summer Session I and Summer Session II combined (SSB) May 18-August 7
- Summer Session I courses (SS1) May 18-July 10
- Summer Session II courses (SS2) June 15-August 7
- First four-week courses (SF4) May 18-June 12
- Middle four-week courses (SM4) June 15-July 10
- Last four-week courses (SL4) July 13-August 7
- First six-week courses (SF6) May 18-June 26
- Last six-week courses (SL6) June 29-August 7

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 2015.