Fall 2022 LTM Course Request Form Instructions

**DUE DATES:** (For more date information, please visit [https://www.registrar.iastate.edu/lcforms](https://www.registrar.iastate.edu/lcforms))

**Learning Community Coordinators:** Wednesday, February 9, 2022 by 5:00 pm

- Submit the online Request to Link with English Form to Brenna Dixon (will be sent to you). This form can be found at [https://www.registrar.iastate.edu/lcforms](https://www.registrar.iastate.edu/lcforms).
- Submit completed Course Request Form(s) to your Learning Community Administrator’s Office.

**Learning Community Administrators:** Monday, February 14, 2022 by 5:00 pm

- Submit Course Request Form(s) with appropriate signatures to a designated CYBox. You will receive an invitation to the box prior to the deadline.

**INSTRUCTIONS FOR COORDINATORS:**

- Print one course request form per learning team (LTM number).
  Available at [https://www.registrar.iastate.edu/lcforms](https://www.registrar.iastate.edu/lcforms)

- Complete the learning team course request form if the learning team will be course-based (i.e., students will take classes together).
  - Reserve only the number of spaces you anticipate being able to fill in each course.
  - Refer to the online schedule of classes for the Fall 2022 course offerings to indicate BOTH course and time preferences in item #9 on the course request form.
    - Use the “seats open” on the on-line schedule of classes to indicate the # of available seats (or TDY in ADIN)
    - Use the “New Course Request?” field to indicate if you are requesting a new course and ensure you have communicated this request to the course department to ensure course availability for LTM usage.

- **Content Linked courses:** Contact the teaching department of any course you plan to link prior to submitting this form

- **English Linked courses:** Complete the English Request form electronically if you plan to include ANY English courses on your LC schedule requiring linked content. Inform your Learning Community Administrator that you have submitted the form by **Wednesday, February 9, 2022**. The best way to do this is to FORWARD the email you receive after submitting the Form to your LC Administrator.
  - Refer to [https://www.lc.iastate.edu/faculty-and-staff/forms](https://www.lc.iastate.edu/faculty-and-staff/forms) for guidance in working with the Department of English (second link from the top of the page).
  - Contact Brenna Dixon at [bjdixon@iastate.edu](mailto:bjdixon@iastate.edu) with questions about Learning Communities and English.
  - Engl. 150/250 have a limit of 24; Learning Communities that can fill a section will be given priority.
  - If you request seats in an English 250 section you must also request the same amount of seats in Library 160.
  - Please consider pairing with an appropriate LTM in order to best fill an English linked course.

- Use the LTM Status Report to determine the number of seats used the prior year. You can request up to 20% additional seats in course seats used during Fall 2021.

- Submit your request form(s) to your respective Learning Community Administrator’s office and electronically to Brenna Dixon (if applicable) by **Wednesday, February 9, 2022**.
INSTRUCTIONS FOR LEARNING COMMUNITY ADMINISTRATORS:

- Review each form for content and the number of seats being requested for that learning community/team.
- Please make sure that your Learning Teams are only requesting up to **SIX courses** per Learning Team.
- Two part courses and lecture/lab courses count as two courses.
- Please ensure your LC’s are requesting no more than an additional 20% of seats in course seats requested. Utilize Admissions enrollment projections to prevent over reservation of course seats.
- Submit approved forms to the designated Cybox. You will receive an invitation to the box prior to the deadline.

**Seat Release Expectations:**

- Pre-Orientation
  - Seats may be released based on current student need and/or due to changes in Admissions enrollment projections (based on mid-December and early January review)
- Post-Orientation
  - All LC seats will be released at 9:00 AM Friday, July 1, 2022. (tentative date)
    i. Prior to release, the Registrar's Office will outreach with coordinators to ensure seat release plan is determined, including any seats needed for future transfer student orientation dates as well as international student orientation
    ii. Please note: any seats not released after this date will require justification for need.

**CONTACT INFORMATION:**

- If you have questions about this process, please contact: Mary Baumann at 4-2296 or reg-lc@iastate.edu
- If you have questions about content linked English courses, please contact: Brenna Dixon.

**College Level Learning Community Administrators:**

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<tr>
<th>Name</th>
<th>College</th>
<th>Email</th>
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<tbody>
<tr>
<td>Howard Tyler</td>
<td>CALS</td>
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<td>Kathy Weaver</td>
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<td>Mindy Cooper</td>
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<tr>
<td>Stephanie Hamilton</td>
<td>LAS</td>
<td><a href="mailto:slh@iastate.edu">slh@iastate.edu</a></td>
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**PLEASE NOTE:** The Office of the Registrar will make every effort to accommodate your section and day/time preferences. However, we reserve the right to change requested sections to best balance seat allocations and ensure course accessibility for both learning community students and non-learning community students. Priority is only given to requests on or before the submission deadline and to those who fill out the form completely and accurately with appropriate approval from other departments. Late requests will be considered only after all other requests have been processed and cannot be accepted after registration has begun.