Spring 2024 LTM Course Request Instructions

For additional timeline details, please visit **Learning Community Course Scheduling Forms***.*

Friday, September 22, 2023, by noon.
Learning Community Coordinators (LC COORD):
- o Submit completed ***LTM Course Request Form(s)*** to your Learning Community Administrator.
- o Submit online ***Request to Link with English Form*** (if applicable) to Brenna Dixon.
    - o All English request forms must be submitted to Brenna Dixon via the online Request to Link with English Form.
        - ▪ LC COORD must FORWARD the email confirming submission received after submitting the form to the LC ADMIN. LC ADMIN can make changes to the submitted form through a link within the submission email. Add a note of what changed in the Notes section before resubmitting the Form.

Friday, September 29, 2023, by 5:00 pm
- o **Learning Community Administrators (LC ADMIN)**:
    - o Submit approved **LTM *Course Request Form(s)*** *with appropriate signatures* to designated CYBox.
        - ▪ *LTM Course Request Forms* should include LTM code in document name (example: A103_ *Course Request Form*).
        - ▪ One LTM grids per document.
    - o Submit any changes to ***Request to Link with English Form*** via link found in email confirmation forwarded from LC COORD. Indicate what changed in the NOTES section before resubmitting the form.

INSTRUCTIONS FOR LEARNING COMMUNITY COORDINATORS:
- o Submit one ***LTM Course Request Form*** for each learning team (LTM number) that are course-based (i.e. students will take classes together) to your LC ADMIN for review by Friday, September 22, 2023.
    - o Reserve only the number of spaces you anticipate being able to fill in each course.
    - o Use the LTM Status Report to determine the number of seats used the prior year. You can request up to 20% additional seats of course seats used during Spring 2023.
    - o Refer to the tentative Spring 2024 schedule of classes for course offerings to identify course, section, and time preferences to include in item #9 on the ***LTM Course Request Form***.
    - o Use the "seats open" in the schedule of classes (or TDY in ADIN) to indicate the # of available seats for each course requested.
    - o Use the "New Course Request?" field to indicate if you are requesting a new course for your LTM and ensure you have communicated this request to the course department to ensure course availability for LTM usage.
- o **Content Linked courses:** Contact the teaching department of any course you plan to link prior to submitting this form.
- o **English Linked courses:** Complete the English Request form electronically if you plan to include ANY English courses requiring linked content on your LC schedule grid.
    - o Inform your LC ADMIN that you have submitted the form by FORWARDING the email confirmation you receive after submitting the form.

- o Refer to **Protocols for Establishing Links with English** for guidance in working with the Department of English
- o Engl. 150/250 have a limit of 24; Learning Communities that can fill a section will be given priority.
- o If you request seats in an English 250 section, you must also request the same number of seats in Library 160.
- o Please consider pairing with an appropriate LTM to best fill an English linked course.

INSTRUCTIONS FOR LEARNING COMMUNITY ADMINISTRATORS:

Review and approve each *LTM's Course Request Form*. Submit approved forms to respective college folder in CyBox - Learning Team Course Requests Folder. You will receive an invitation to the box prior to the deadline.

- o Verify LTM courses do not exceed the SIX courses allowed per LTM. Two-part courses and lecture/lab courses count as two courses.
- o Verify every seat request does not exceed 20% increase from Spring 2023. Utilize Admissions enrollment projections to prevent over reservation of course seats.

Review *Request to Link with English Form* via email confirmation forwarded from LC COORD. Submit any changes to *Request to Link with English Form* via link found in email Indicate what changed in the NOTES section before resubmitting the form.

SEAT RELEASE EXPECTATIONS

All remaining LTM seats in Spring 2024 courses **will be released** November 20, 2023, starting at 9:00 a.m., *UNLESS* it meets criteria for seat extension and is formally approved for extended LTM seat reservation.

CONTACT INFORMATION FOR QUESTIONS ABOUT THIS PROCESS	
REGISTRAR'S OFFICE	Michelle Hertzke, reg-lc@iastate.edu
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ENGLISH LINK COORDINATOR	Brenna Dixon, bjdixon@iastate.edu
COLLEGE LEARNING COMMUNITY ADMINSTRATION CONTACTS	
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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.