Iowa State University

OF SCIENCE AND TECHNOLOGY

**Interoffice Communication**

**DATE:** May 7, 2019

**TO:** Department Contacts

**FROM:** Jenni Keitges, Curriculum Systems Coordinator

**RE:** Preliminary Course Section Offerings for Spring 2020

  ***Due date: Friday, July 12, 2019***

**Spring 2020 Schedule of Classes (gray bar) report.**

Preliminary course section offering report for Spring 2020 will be arriving to you this week by campus mail.

**Submit gray bar report with all course offerings by Friday, July 12, 2019.**

Please review and update your offerings for the Spring 2020 *Schedule of Classes*.

* Note your course offering corrections in **red** on the enclosed report.
* Sections that are blank should be assigned a number designator to support Canvas and Room Scheduling programming.
* ***(NEW) For max limit changes greater than 34, please submit by COCF****.*
* Send original to the Registrar's Office, Scheduling & Fees, 10 Enrollment Services Center.
* Send one copy to the Room Scheduling, 200 General Services Building.
* Make copy of original to retain for your records.
* If there are no changes, please note *No Changes* on the report and send copies.
* Changes submitted on this report *do not* need to be entered on the Electronic Course Offering Change Form in AccessPlus.

**Electronic Course Offering Change Form in AccessPlus beginning July 15, 2019.**

Beginning Monday July 15, all course and section offering changes, *not reported on the gray bar*, should be submitted on the Electronic Course Offering Change Form (Kuali) in AccessPlus.

**Spring 2020 Proof available July 30, 2019.**

* A proof copy, reflecting any changes submitted on this report, will be available as an e-Report on AccessPlus on or about July 30.
* Course section offering changes submitted on this report will also be available for proof on the online Schedule of Classes, August 5..

**Final Approval by Room Scheduling anticipated late late August/Early September 2019.**

* All course section offerings require review and final approval by Room Scheduling.
* Room Scheduling will make every attempt to have the course sections finalized by late August/early Sept 2019.

Additional instructions and information continue on next page.

**Instructions for review are available on the Office of the Registrar website:**

https://www.registrar.iastate.edu/faculty-staff/offeringinfo/

**Section offerings**

* If the course has one or more sections offered for the term, section information will follow the course information.
* If the course is not offered for the term, no section information will be listed.
* Additional sections may be requested by adding these sections to the report.
* For sections with zeroes in the max limit, edit max limit to avoid cancellation of the section and renumbering of sections for spring 2020.

**Dual-listed and Cross-listed Courses**

* When a dual-listed course is offered, both graduate and undergraduate courses must be offered and will be added to the course offerings.
* When a cross-listed course is offered, all cross-listed departments will be added to course offerings.

**Enrollment restrictions**

* Please review restrictions used for this term and note any changes.

**Departmental Rooms and Common Room**

* Coding from fall 2019 departmental rooms and common room was applied to spring 2020.
* Please note departmental room use in comments.
* If there are sections that meet together in a common room, please note that information in the comments.
	+ Failure to note common room needs may result in separate room assignments with insufficient capacity.
* Questions regarding room scheduling: roomscheduling@iastate.edu.

**Instructor Information for Published Courses**

* Departments are responsible for entering instructor information for published courses.
* If your department does not currently have ADIN update access for instructor information, please contact Steven Moore at 4-0765 or sjmoore@iastate.edu
* Instructions for entering instructor information available on the Office of the Registrar’s website: <http://www.registrar.iastate.edu/faculty-staff/offeringinfo/assignments>
* 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 must be divided so that the total is equal to 100%.

**Course section and Syllabus URLs**

* Request for Departments to enter the URL for the course section and syllabus in ADIN on the CO system – WR (Web Reference) screen.
	+ Information entered the WR screen will appear in the online Schedule of Classes and on the students’ AccessPlus schedules.
* 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.
* Web addresses should not be included as part of a course note or section note

**Special Course Fees**

* Special Course and Delivery Fees: <http://www.registrar.iastate.edu/fees/scf/>
* All new or updated special course fees for spring 2020 must be entered through the AccessPlus Special Course Fee authorization system and fully approved prior to **Oct. 1, 2019.**
* Questions about special course fees should be directed to Matt Brown at 4-2444 or mrb@iastate.edu

**Special Group Night Examinations**

* University policy states that special group night examinations,for courses that do not meet regularly in the evening, must be published in the online Schedule of Classes.
* Departments that have traditionally administered night exams will be contacted about specific night examinations dates for spring 2020.
* If your department does not typically schedule night examinations, but would like to schedule night exams for spring 2020, please contact Andrea Ibeling-Peck at 4-6269 or aipeck@iastate.edu by approximately Oct 1, 2019.

**Courses and sections *not* edited on this report:**

Study Abroad

* Any courses involving international travel component must be submitted to the Study Abroad Office and should not be included on this report.

Unpublished sections

* Edits for unpublished sections should have been submitted on Unpublished Courses report that was sent recently with summer 2020 Unpublished Courses report.
* Disregard unpublished sections printed in the course section offerings on this report.

 Course edits

* Course-level edits requiring Curriculum Committee approval should not be submitted on this report.
* Contact: Jenni Keitges at 4-6329 or jlak@iastate.edu

 Experimental Courses

* All experimental courses must be routed and approved in Experimental Course Inventory Management (CIMX) before the Office of the Registrar can establish new sections of the course.
* June 1 is the deadline for approval of an experimental course to be offered for fall.
* CIMX: <https://nextcatalog.registrar.iastate.edu/courseadminx/>
* Contact: Heidi Christensen at 4-6329 or heidi074@iastate.edu

For questions regarding spring 2020 course section offerings, please contact Marcia Mabee at 4-9374 or marmabee@iastate.edu