

## Bowdoin College Fall 2021 Course Offering Worksheet Submission Guide

### **Fall 2021 Course Offering and Registration Dates and Deadlines:**

- Course offering worksheet submission deadline: Friday, March 19<sup>th</sup>
- *Draft* schedule sent to departments/programs for initial data checking: April.
- Schedule of course offerings in the Class Finder: Monday, April 19<sup>th</sup>
  - Departments/programs check course offerings for accuracy.
- Round 1 of registration: Thursday, April 22<sup>nd</sup> – Thursday, April 29<sup>th</sup>
- Round 2 of registration: Wednesday, May 5<sup>th</sup> – Friday, May 7<sup>th</sup>
- Add/Drop I registration: Tuesday, May 11<sup>th</sup> – Tuesday, May 18<sup>th</sup>
- First day of fall classes: Wednesday, September 1<sup>st</sup>

### **Online Resources:**

Fall 2021 course offering worksheet:

- [www.bowdoin.edu/registrar/faculty/protected-staff/course-offering-worksheets.html](http://www.bowdoin.edu/registrar/faculty/protected-staff/course-offering-worksheets.html)

Tips for equitable course scheduling:

- <https://www.bowdoin.edu/academic-affairs/shared-governance/department-chairs/tips-for-equitable-course-scheduling.html>

Department/program course schedule planning grid:

- <https://www.bowdoin.edu/registrar/pdf/fall-2021-scheduling-grid.pdf>

Time block rules:

- <https://www.bowdoin.edu/registrar/pdf/fall-2021-time-block-rules.pdf>

Registrar's calendar:

- <https://www.bowdoin.edu/registrar/registrars-calendar/index.html>

### **Tips for Submitting Course Offering Worksheets:**

- Complete and submit a separate course offering worksheet for each fall 2021 course section that originates in your department/program.
- Additional meetings, like labs or film viewings, should be submitted within the same form as the course. If there are multiple sections of the course, the additional meetings need only be submitted once.
- If you close the internet browser in the middle of completing the form, you will be taken back to where you left off the next time you click on the link to the form.
- Respond to the confirmation email/email [courses@bowdoin.edu](mailto:courses@bowdoin.edu) if you need to edit a course offering worksheet that's already been submitted.

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## Course Offering Worksheet Questions:

- Has this course been taught before at Bowdoin?
  - If no, has a course proposal been submitted to the CIC for this new course?
- Course subject and Academic Coordinator:
  - Select the course's originating subject – this will ensure the ADC supporting the courses offered within each subject receives a copy of submissions for administrative tracking.
  - Note that official cross-listing information will be added by the Office of the Registrar during the schedule building process and does not need to be included.
- Course offering information:
  - Course number, e.g. 1234
  - Course title, short or long title
- Is there more than one section of this course?
  - If yes, which one are you submitting now?
  - A separate course offering worksheet should be submitted for each section, e.g. A and B
- Course instructor(s) names and emails:
  - Entering the instructor email address will send a confirmation email that the course offering worksheet has been successfully submitted.
- Instructor proxy information:
  - If the course instructor will not be available during registration, please list a faculty member who can serve as their proxy for the purpose of giving students permissions and overrides.
- Select enrollment limit:
  - 16 (FYWS: 1000-1049 level)
  - 18 (language courses)
  - 35 (2000-2969 level)
  - 50 (1050-1999 level)
  - Other approved limit; please describe
- Reserved seating for new students:
  - Number of seats to reserve during the April and May registration periods so those seats are available for transfer and first-year students later in the registration cycle.
- Select course type:
  - Course taught 4 or 5 days per week,
  - Course taught 3 days per week with multiple sections,
  - Entry level language courses taught 3 or more days per week,
  - First-Year Writing Seminar,
  - Course disallowing first-year students with prerequisites or restrictions,
  - Course with multiple sections,
  - 3000-level 3-hour seminar,
  - Music ensemble,
  - None of the above

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- Course types correspond to the restrictions on the course time blocks.
- If a course is offered in Block 1, you will be prompted to select the specific days.
- The course type question does not appear for DANC, THTR, and VART courses as they have designated time blocks that will appear based on course subject selection.
- Select the course time:
  - Selection options based on course type picked in previous question.
- Should the classroom for this course include computers?
  - You will be asked for more details regarding classroom preferences and equipment later in the semester but providing a better understanding of your technological needs now greatly aids IT in the scheduling process.
  - If yes, is there a specific operating system? Non-standard software? Other details?
- Planning to use video conferencing, e.g., Zoom?
  - If yes, how often and which platform?
- Will there be any additional meetings (labs, film viewings, discussion sections, etc.)?
  - If yes, provide the type (e.g. lab or film viewing), instructor, meeting day, start time, end time, enrollment limit, and, if applicable, number of seats to reserve for new students.
  - Form allows entry for up to 12 additional meetings.
- Opportunity to provide any additional information before submitting.
- When ready, click “Submit” to complete the course offering worksheet and send the information to the Office of the Registrar

Please email [courses@bowdoin.edu](mailto:courses@bowdoin.edu) with any questions!