SPRING 2023 DATES AND DEADLINES

- Course offering worksheet submission deadline: Wednesday, October 5
- Depts/progs review *draft* course schedule: week of October 24
- Schedule of course offerings in the [Classfinder](): Monday, October 31
  - Departments/programs check course offerings for accuracy.
- Round 1 of registration: Thursday, Nov 3 – Thursday, Nov 10
- Round 2 of registration: Wednesday, Nov 16 – Friday, Nov 18
- Add/Drop I registration: Tuesday, Nov 29 – Friday, Dec 9

ONLINE RESOURCES FOR SCHEDULING

Spring 2023 course offering worksheet (COW):

- www.bowdoin.edu/registrar/faculty/protected-staff/course-offering-worksheets.html

Spring 2023 department/program course schedule planning grid:

- https://www.bowdoin.edu/registrar/course-information/spring-supplemental/spring-23-scheduling-grid.pdf

Spring 2023 timeblocks:

- https://www.bowdoin.edu/registrar/course-information/spring-supplemental/spring-23-timeblocks.pdf

Courses section of the Bowdoin College Catalogue and Academic Handbook:

- https://bowdoin-public.courseleaf.com/courses/

Registrar's calendar:

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

CIC (Curriculum Implementation Committee)

- https://www.bowdoin.edu/registrar/faculty/teaching/index.html

TIPS FOR SUBMITTING A COW

- Complete and submit a separate course offering worksheet for each spring 2023 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.
- Close the internet browser in the middle of completing the form and you will be taken back to where you left off the next time you click on the link.
- Individual instructors may submit their own course offering worksheets, but it is recommended to plan the schedule as a department/program and have the ADC submit all course offering worksheets.

Please email courses@bowdoin.edu with any questions!

SPRING 2023 COW QUESTIONS:

BASIC COURSE DETAILS

- Has this course been taught before at Bowdoin?
  - If no, has a course proposal been submitted to the CIC for this new course?
- Originating course subject and ADC:
  - Select the course's originating subject – this ensures 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 number and title:
  - Course number, e.g., 1234
  - Course title, short or long title
  - If you aren't sure of the exact number or title, please reference the Courses section of the Bowdoin College Catalogue and Academic Handbook.
    - Every course taught in the last four years is available in the online Catalogue.
- 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
  - The details for additional meetings, e.g., labs, can be submitted as a group within the same COW for the course. Those questions are in the next section of the COW.

NUMBER OF SEATS AVAILABLE

- Select enrollment limit:
  - 16 (FYWS: 1000-1049 level)
  - 18 (language courses)
  - 35 (2000-2969 level)
  - 50 (1050-1999 level)
  - Other approved limit; please describe

COURSE INSTRUCTORS

- 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.
  - Look in your email junk/spam/other folders if you do not receive the confirmation email.
- Instructor proxy information:
  - If the course instructor will not be available during registration, please list the name and email address for the faculty who will serve as their proxy for the purpose of giving students permissions and overrides.

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Bowdoin College Spring 2023 Course Offering Worksheet Submission Guide

COURSE TIMEBLOCK

- How many days a week will the course be taught? (1, 2, 3, 4, or 5)
- Which specific days will the course be taught, e.g., MWF or TR?
- Select the timeblock from the list of options available for the patterns selected above.

ADDITIONAL MEETINGS

- 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, and enrollment limit
  - Form allows entry of up to 12 additional meetings.
- How should the additional meeting(s) display in the Classfinder?
  - As a separate CRN for which students must register for alongside the course or just a comment within the course details?

PRELIMINARY TECHNICAL SUPPORT NEEDS

- Describe the technological needs of the course.
  - The classroom request forms (available Monday, Nov 21) will ask detailed questions about the technical requirements for the teaching space but providing a brief description now of the type of support you'll need from IT is greatly appreciated.

COURSE TEXTBOOK INFORMATION

- What are the intended textbook/course materials plans for this class, e.g., required or none?
  - If yes, new textbooks or the same materials used the last time class was taught.
  - If yes, link to submit required Course Textbook Adoption Form to Library.

SUBMITTING YOUR COW:

- Optional: opportunity to provide any additional information before submitting.
- When ready, click "**Submit**" to complete the COW.
  - Instructor(s) receive a confirmation email of submission.
  - ADC connected to course subject receives confirmation email of submission.
  - Please review the details the confirmation email carefully.
- **Need to correct your submission?**
  - Respond to the confirmation email/email courses@bowdoin.edu and we will send you a custom link to get back into your form and adjust your responses. Please do not submit a duplicate form.

Please email courses@bowdoin.edu with any questions!