Tips for Submitting Course Offering Worksheets:

- Complete a separate worksheet for each course section
- Additional meetings, like labs or film viewings, can be submitted as a separate worksheet OR the information for all additional meetings can be submitted as part of the worksheet for the course
- 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 if you need to edit a course offering worksheet that’s already been submitted

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 Offering Information:
  - Reference the online Bowdoin Catalogue and Academic Handbook for the list of approved courses in your department/program.
  - Note: new courses not yet approved by faculty committees OR courses that have not been offered in the last four years will not be in the Catalogue. Whether or not the course is in the Catalogue, you will enter the information below.
  - Course subject, e.g. CLAS
  - Course number, e.g. 1234
  - Course title, short or long title is fine
- Is there more than one section of this course?
  - If yes, which one are you submitting now?
  - Note: a separate form should be submitted for each section, e.g. A and B
- Enrollment Limit/Capacity:
  - Total seats available in the class
  - How many seats to reserve for new students, if any
- 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.
- Academic Department/Program Coordinator:
  - Select your ADC from the list, which is sorted alphabetically by department/program/special area of study. This ensures they will receive a copy of the submission.
- Course Time
  - Link provided to PDF of time block options for reference
  - Choose “Other approved time block” if the time is not in the drop-down list and you will be prompted to enter the information on the next page.

Link to Fall 2020 Course Offering Worksheet:
https://www.bowdoin.edu/registrar/faculty/protected-staff/course-offering-worksheets.html
Bowdoin College
Fall 2020 Course Offering Worksheet Process and Submission Guide

- Will students need access to computers in class?
  - If yes, please describe:
    - How often student computers will be used
    - Type of computers needed
    - Specific operating system requirements
    - Software needs

- Plan to use video conferencing in class?
  - If yes, how often and what platform will you use?

- Will there be any additional meetings?
  - If yes, please provide:
    - Type of additional meeting, e.g. lab
    - Instructor
    - Day
    - Start Time
    - End Time
    - Enrollment Limit

- Preference for how the additional meeting(s) displays in the Class Finder
  - As a separate section with a unique CRN (5-digit number) which students must register for alongside the course, or as a comment within the course details

- 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

**Fall 2020 Course Offering and Registration Dates and Deadlines:**

- Course offering worksheet submission deadline: Friday, March 6th
- Draft schedule sent to Departments/Programs for initial data checking: early April
- Schedule of Course Offerings in the Class Finder: Monday, April 6th
  - Departments/Programs asked to check course offerings in the Class Finder
- Round 1 of registration: Thursday, April 9th - Thursday, April 16th at 5pm
- Round 2 of registration: Wednesday, April 22nd - Friday, April 24th at 5pm
- Classroom request forms available: Tuesday, April 28th
- Add/Drop I registration: Wednesday, April 29th - Wednesday, May 6th at 5pm
- Classroom request forms due back: Wednesday, May 6th
- Classroom assignments in the Class Finder: Summer
- Additional rounds of registration in August and September

**Link to full registrar calendar:**
https://www.bowdoin.edu/registrar/registrar-calendar/index.html

**Link to Fall 2020 Course Offering Worksheet:**
https://www.bowdoin.edu/registrar/faculty/protected-staff/course-offering-worksheets.html