Tips for Submitting Course Offering Worksheets:

- Complete and submit a separate course offering worksheet for each spring 2021 course section that originates in your department/program;
- Additional meetings, like labs or film viewings, are incorporated into the timeblocks for spring (similar to how fall 2020 operated). No information for additional meetings is needed in the form as they will be scheduled by the instructor within the course timeblock;
- 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 Bowdoin Catalogue and Academic Handbook for the list of approved courses in your department/program.
  - 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
- NEW, select intended instructional location:
  - Remote: delivered fully remotely or with minimal in-person components that can be replicated for remote students. An example of this would be a class that subdivides periodically into two discussion sections, where one is fully remote and one is in-person.
  - In-person: courses that are delivered for students in-residence
  - Courses will be labeled as “remote” or “in-person” in the Classfinder
- 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.
- NEW options, select enrollment limit:
  - 16 (FYWS: 1000-1049 level)
  - 35 (2000-2969 level)

Link to Spring 2021 Course Offering Worksheet:
www.bowdoin.edu/registrar/faculty/protected-staff/course-offering-worksheets.html
Bowdoin College
Spring 2021 Course Offering Worksheet Process and Submission Guide

- 50 (1050-1999 level)
- Reduced enrollment approved for junior faculty instructor (1000-level courses can be reduced from 50 to 35, and 2000-level courses can be reduced from 35 to 25)
- Other (3000-3999 level); please describe below
- Default enrollment cap for in-person courses

**NEW, how many senior majors must take this course to graduate this spring?**
- Reference the reports our office sent to chairs/directors and ADCs last week

**NEW options, course timeblock**
- Spring timeblocks put a hold on the student’s schedule for all times within the block, but the actual times course components are scheduled within the block is at the instructor’s discretion.
- Resources: visual blocks, list of blocks, guide to scheduling
- If block 7 or block 8 is selected, the option of using the lab link to one of the upper level seminar blocks will appear on the next page
- All requests for long blocks will need a brief explanation included

**NEW, any specific rooms needed due to equipment or other needs for in-person classes?**

**NEW, describe the computing needs for this course**
- Specific operating system? Non-standard software? Other details?

**Academic Department/Program Coordinator:**
- Select your ADC from the list, which is sorted alphabetically by department/program. This ensures they will receive a copy of the submission.
- If you are submitting the form as the ADC, please select yourself from the list.

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

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**Spring 2021 Course Offering and Registration Dates and Deadlines:**

- **Course offering worksheet submission deadline:** Wednesday, October 28th
- **Draft** schedule sent to Departments/Programs for initial data checking: mid-Nov.
- **Schedule of Course Offerings in the Class Finder:** Thursday, November 19th
- Departments/Programs asked to check course offerings in the Class Finder
- **Round 1 of registration:** Tuesday, December 1st – Friday, December 4th 5pm EST
- **Round 2 of registration:** Wednesday, December 9th – Friday, December 11th 5pm EST
- **Add/Drop 1 registration:** Tuesday, December 15th – Thursday, December 17th 5pm EST
- **Additional rounds of registration in January and February**
- **First day of spring classes:** Monday, February 8th, 2021

**Link to full registrar calendar:**
[https://www.bowdoin.edu/registrar/registrars-calendar/index.html](https://www.bowdoin.edu/registrar/registrars-calendar/index.html)

**Link to Spring 2021 Course Offering Worksheet:**
[www.bowdoin.edu/registrar/faculty/protected-staff/course-offering-worksheets.html](www.bowdoin.edu/registrar/faculty/protected-staff/course-offering-worksheets.html)