

Bowdoin College Spring 2022 Course Offering Worksheet Submission Guide

Spring 2022 Course Offering and Registration Dates and Deadlines:

- Course offering worksheet submission deadline: Wednesday, October 6
- Depts/progs review *draft* course schedule: week of October 25
- Schedule of course offerings in the Classfinder: Monday, November 1
 - Departments/programs check course offerings for accuracy.
- Round 1 of registration: Monday, November 8 – Monday, November 15
- Round 2 of registration: Wednesday, November 17 – Friday, November 19
- Add/Drop I registration: Tuesday, November 30 – Friday, December 10
- First day of spring classes: Monday, January 24

Online Resources:

Spring 2022 course offering worksheet:

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

Spring 2022 department/program course schedule planning grid:

- <https://www.bowdoin.edu/registrar/pdf/spring-2022-dept-sched-grid.pdf>

Spring 2022 time blocks:

- <https://www.bowdoin.edu/registrar/pdf/spring-2022-time-blocks.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>

Tips for Submitting Course Offering Worksheets:

- Complete and submit a separate course offering worksheet for each spring 2022 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.
- Respond to the confirmation email/email courses@bowdoin.edu if you need to edit a course offering worksheet that's already been submitted.
- 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.

Bowdoin College Spring 2022 Course Offering Worksheet Submission Guide

Course Offering Worksheet Questions:

SECTION 1: BASIC COURSE INFORMATION

- 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 Academic Coordinator:
 - 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
- 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
- Select course type:
 - Course taught 4 or 5 days per week (select specific days),
 - Course taught 3 days per week with multiple sections (select specific days),
 - Entry level language courses taught 3 or more days per week (select specific days),
 - Course with multiple sections,
 - 3000-level 3-hour seminar,
 - Music ensemble,
 - None of the above
 - Course types correspond to the time block designations.

Bowdoin College Spring 2022 Course Offering Worksheet Submission Guide

- 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.
- 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.
 - Form allows entry of up to 12 additional meetings.

SECTION 2: PRELIMINARY TECHNICAL NEEDS

- Will iPads for student work be used during class?
- Will video conferencing be used in class, e.g., Zoom or Teams?
 - If yes, how often?
- Should the classroom for this course include computers?
 - Details regarding classroom equipment will be collected during the official classroom request period in November/December but providing a better understanding of the technological needs of the class at this point will greatly aid in scheduling and IT equipment management.
 - If yes, describe the computer needs, e.g., frequency and operating system.
 - If yes, select any non-standard software needed in class.

SECTION 3: 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.

SECTION 4: SUBMISSION

- 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
 - Instructor(s) receive a confirmation email of submission
 - ADC connected to course subject receives confirmation email of submission

Please email courses@bowdoin.edu with any questions!