

## INSTRUCTIONS FOR UPDATING SPRING 2010 COURSE OFFERINGS

**Official Course Information** - The enclosed printout lists the Spring 2009 courses you offered. Please update your Spring 2010 course offerings directly on the printout. Specify S&E classes with a Sec SCA, SCB, etc. Other course listings are designated as Sec 001, Sec 002, etc. Extension courses are listed as EX sections. You can identify if the course is a Guided Independent Study course by the GIS designation before the EX section identifier. See instructional unit designations available at the bottom of the reverse page.

**New Courses for Spring 2010** – Course Approval forms must be submitted through workflow on MAUI and be received in the Registrar's Office before a course can be added to your college/department Spring 2010 course listings. At that time, a general classroom assignment can be allocated, if needed. You can check valid course information for your college or department at: <http://www.infobank.registrar.uiowa.edu>. Log on and under the "Courses" heading, click on "Course Database."

**Subtitle** - Be sure the subtitle is clearly indicated.

**Semester Hours** - Enter a valid semester hour option for each course. If a course will be offered for an arranged number of s.h., enter arr. You can check valid semester hours for your courses on Infobank at the URL above.

**Coexisting Courses:** Please identify any courses on your copy that are coexisting within or outside of your college/department that use a general assignment classroom. Note the coexisting course number on your copy so that Classroom Scheduling can assist you with room assignments.

**Cross-Referenced Courses** - A cross-referenced course is offered in conjunction with at least one other academic department for credit under more than one department and course number option. Departmental listings for these courses are identical (same title, offered for the same number of s.h., taught in the same room by the same instructor(s), with identical co- or prerequisite and special registration instructions).

Enter or make changes to a cross-referenced course on the printout *only* if you are the "Administrative Home" unit. Only the department designated as the "Administrative Home" can add/change course information. Coordinate with the administrative home department if you have changes pertinent to the course offering. Each cross-referenced course on the enclosed copy has an "Administrative Home" or "Not Administrative Home" statement.

**Prerequisites and Corequisites** - This information should be entered or changed on your printout. There is no electronic verification that students have satisfied pre- or corequisite requirements. It is each student's responsibility to check with the instructor if he/she has questions about the prerequisite or would like to enroll in the course if prerequisite requirements have not been met.

"Consent of instructor" may be listed as a prerequisite. This notation denotes that a student should check with the instructor before enrolling in the course. It does not require any special permission in order for a student to register. To insure that each student has satisfied prerequisite listings, you may want to use special permission options.

**Special Permission Notations** - If a course requires special permission for all students, enter a "SPEC PER CODE X: SPECIAL PERMISSION REQUIRED FOR ALL STUDENTS" statement. If you are using another special permission code, indicate which one. This may then be followed by instructions specific to individual departments or colleges, such as where to secure special permission. Keep in mind that a departmental representative must be available to approve all registrations in courses with this restriction.

The statement "AN INSTRUCTOR NUMBER AND APPROVAL REQUIRED FOR REGISTRATION IN THIS COURSE" should be added to all independent study-type courses. Students will need to obtain an instructor number for registration.

When the required permission cannot be given before classes begin in January, you should include "Not available until the first day of classes" on your copy. If a course or section is in question due to staff availability, etc., the phrase "Status Pending" should be used. Status Pending options should be kept to a minimum. Call Jan Brunstein at 5-0222 if you have any questions regarding special permission notations.

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**Courses Approved for General Education Courses/Course Fees/Repeatability** - There is no need to include this information. The Office of the Registrar adds these notations automatically. You also will see these designations listed on your proof copy.

**Time** - Classes start on the half hour in the morning on Monday, Wednesday, and Friday. See Classroom Scheduling enclosures for beginning split period times on Tuesdays and Thursdays. Saturday & Evening Classes that meet on weekdays should begin after 3 p.m. Saturday classes may meet in the morning. **If you schedule required meeting times outside of regularly scheduled class time (such as film screenings or examination times), make sure you note these on your copy.**

**Days** - M -- Monday, T -- Tuesday, W - Wednesday, R - Thursday, F - Friday, S - Saturday, U - Sunday

**Room and Building** - A desired room and building may be listed. Classroom Scheduling considers these requests. If the course meeting place is arranged, enter ARR in the room column.

**Enrollment Limit** - An enrollment figure must be listed for *all* sections of each course. This is used for room assignment and maximum enrollment figures. If your maximum enrollment figure is unlimited, such as with an independent study course, enter 999 in the enrollment limit field. If a general assignment classroom is requested for a course, an enrollment figure *must* be entered.

**Off-Cycle Courses** - If any course is to be held for a longer or shorter period of time than the official semester, specify the dates the course will meet. This is necessary for informing students, monitoring drop/add and grade deadlines, and for classroom scheduling purposes.

**Instructor Names** - You will need to enter course instructors on OSIRIS. Log on OSIRIS and click on "Assign Course Instructors." The Registrar's Office will send you an e-mail when you can begin entering instructors on OSIRIS. This is important for room preferences, class lists, and for course org information. Once entered, instructor names will appear on ISIS with their respective courses. *The Center for Credit Programs will enter instructor names for Guided Independent Study courses with section identifiers EXY and EXZ.*

**Course Descriptions** - We encourage you to enter course descriptions on OSIRIS. The Registrar's Office will send you an e-mail to let you know when you can enter your descriptions. Please consider placing your course syllabi on OSIRIS. *The Center for Credit Programs will enter course descriptions for Guided Independent Study courses with section identifiers EXY and EXZ.*

**FINAL EXAM INFORMATION:** The Colleges of Liberal Arts and Sciences, Business, Education, Engineering, Nursing, Public Health, and the Graduate College should review the final exam insert for more information.

**The following is a list of definitions that describe instructional unit designations:**

**Section** - A free-standing instructional unit used to divide a course. A section always appears as a numeric designation (e.g., Sec 001, Sec 002; for Saturday & Evening classes, Sec SCA, Sec SCB). **Lecture** - An instructional unit used in conjunction with one or more types of instructional units that bring together the total course enrollment as a single unit for a given class meeting (e.g., Lec AAA, Lec BBB). **Discussion** - An instructional unit used in conjunction with a lecture that denotes a non-laboratory situation. This term should be used to include all instructional units whose description could be categorized as conference, recitation, or drill (e.g., Dis A01, Dis A02, Dis B01; for Saturday & Evening classes, Dis SCA, Dis SCB). **Laboratory** - An instructional unit used in conjunction with a lecture that requires a room with specialized facilities and equipment (e.g., Lab A01, Lab A02, Lab B01, Lab B02). **Laboratory-Discussion** - An instructional unit of laboratory-discussion combination used in conjunction with a lecture (e.g., L-D A01, L-D A02, L-D B01, L-D B02). **Extension** courses offered through the Center for Credit Programs include **Guided Independent Study** courses (GIS EXY, GIS EXZ), **ICN** courses (ICN EX), **World Wide Web** courses (Web EX), and regular extension courses (Ext EX).