

**Office of the Registrar**

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Call for Course Offerings--Spring Semester 2010

TO: Deans, Directors, and Departmental Executive Officers
FROM: Jan Brunstein, Office of the Registrar
DATE: April 28, 2009

The enclosed printout includes all courses that were offered in the Spring 2009 semester--daytime and Center for Credit Programs courses. All extension courses, including your Guided Independent Study courses, are included in the copy; extension courses are designated by three characters beginning with EX. The GIS courses are specifically identified by EXY or EXZ sections. You can identify the type of extension course by the text statement that appears under the course and by the mode of instruction that is listed next to the EX section identifier--ICN course (ICN), World Wide Web course (Web), Guided Independent Study course (GIS), or regular extension course (Ext).

The Call for Course Offerings indicates time, days, classrooms and buildings from last year's Spring's course offerings. All classrooms and buildings are reviewed for new assignment in order to provide the best classroom schedule for the campus every session. Preferences for specific general assignment classrooms may be indicated, although Classroom Scheduling will make any changes necessary to accommodate the entire curriculum. Therefore, classrooms and buildings listed on the Call for Course Offerings may or may not be retained for the new session. Scheduling regulations and departmental allocation levels must be observed. Arrangements for use of rooms not assigned by Classroom Scheduling must be made by contacting the controlling department.

Instructions for adding and updating courses, scheduling regulations, and departmental allocations also are included. Indicate on your printout if you want to change your room assignments or times for Spring 2010 courses. Make deletions or additions directly on the copy. If new or additional material cannot be included in the space available on the printout, include the information on an attachment page. An enrollment count should be included with each course. ***If your copy requires no changes, please initial the copy and send it back so we are aware your copy should remain as is.***

Coexisting Courses: 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 in making these room assignments.

Return of your updated copy should be submitted to: Jan Brunstein, Office of the Registrar, 1 JH, no later than **Wednesday, May 27.**

You can enter your instructors and course descriptions on OSIRIS once you receive an e-mail from the Registrar's Office indicating the system can be accessed. Instructor names **MUST** be entered on OSIRIS once the Registrar's e-mail is sent so that Classroom Scheduling can consider instructor preferences in allocation of classrooms. Note that the Center for Credit Programs will enter instructor names and course descriptions for Guided Independent Study (GIS) courses.

The Colleges of Liberal Arts and Sciences, Business, Education, Engineering, Nursing, Public Health, and the Graduate College should review the enclosed final exam insert for important information.

The Spring Semester 2010 proof copy will be sent approximately August 28. Questions regarding room assignments, scheduling regulations and departmental allocations should be directed to Char Maher (charlene-maher@uiowa.edu), 335-0242; all other questions or comments should be directed to Jan Brunstein (jan-brunstein@uiowa.edu), 335-0222.

enclosures