

## INSTRUCTIONS FOR UPDATING FALL 2010 COURSE OFFERINGS

**Official Course Information:** Update offerings for Fall 2010 directly on the enclosed printout. The printout lists the Fall 2009 courses you offered. You will also want to update your daytime, Saturday & Evening (S&E) Courses and extension courses information for Fall 2010. 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 Fall 2010:** A Course Approval Form must be submitted in MAUI and be approved before a course can be added to your college/department Fall 2010 course listings. A general classroom assignment is allocated at that time, if needed. You can check college and departmental approved courses at <http://infobank.registrar.uiowa.edu>. Log on and under "Courses," click on "Course Database." You can also view your courses in the MAUI Course Library at <http://www.maui.uiowa.edu>.

**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 in making these room assignments.

**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-hour options at <http://infobank.registrar.uiowa.edu>. Log on and under "Courses," click on "Course Database." You can also check the MAUI Course Library at <http://www.maui.uiowa.edu>.

**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 (have the same title, offered for the same number of s.h., taught in the same room by the same instructor(s), have identical co- or prerequisite and special registration restrictions). Enter 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 courses or change the course information. Coordinate with the administrative home department if you have changes pertinent to the course offering. Each cross-referenced course on your printout has an "Administrative Home" or "Not Administrative Home" statement.

**NEW--Prerequisites, Corequisites, Requirements, Recommendations:** This course information will be pulled from MAUI for placement on ISIS using what you submitted on your course approval forms. Check the MAUI Course Library to verify that this information is correct. Any changes need to be submitted on a Course Approval Form through MAUI. There is no need to enter this information on your Call for Course Offerings. At the section level, you can add additional requirements or recommendations that exceed the course-level information listed in MAUI. You will need to enter these on your Call for Course Offerings. You can check the MAUI Course Library information at <http://www.maui.uiowa.edu>.

**Restriction Notations:** These notations should be indicated on your copy as follows: 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. Keep in mind that a departmental representative must be available to approve all registrations with restrictions. Departments can grant permission in several ways. They may obtain special permission numbers from the Registration Center to give students; have the special permission entered in the computer; or sign add slips, in which case students are required to process the add through the Registrar's Service Center.

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 August, you should include "Not  
(over)

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 restriction notations.

**Courses Approved for General Education (GE) Requirements:** There is no need to include GE notations. These notations will appear automatically on ISIS.

**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 Tuesday and Thursday. Beginning and ending times are designated with an A or P for a.m. or p.m. Saturday & Evening Courses 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 examination times), make sure you note these times on your printout.**

You must adhere to the contact hour requirements for Saturday & Evening Courses. The calculation is 750 minutes for each semester hour. Take the total number of minutes (750 x 3, for a 3 s.h. course) and divide by the total number of days the course meets. That will give you the minutes that the course should meet each day. Do not count in the days the course will not meet such as Thanksgiving Recess week.

**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.

**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 important for informing students, monitoring drop/add and grade deadlines, and room scheduling.

**NEW--Instructor Names:** The Office of the Registrar will send you an e-mail to let you know when you can enter instructors in MAUI rather than OSIRIS. Instructions for entering instructors in MAUI will also be sent in the e-mail. *Note that the Center for Credit Programs will enter instructor names and course descriptions for Guided Independent Study courses.* Classroom Scheduling needs this information at an early date if you have instructor room and equipment preferences. Instructor names must be entered in MAUI so they appear on ISIS, and then can be utilized for instructors' class grade lists, and for course org information.

**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. If a general assignment classroom is requested for a course, an enrollment figure *must* be entered.

**NEW--Course Descriptions:** Course descriptions will be entered in MAUI rather than OSIRIS. We strongly encourage you to enter your course descriptions to assist students in their enrollment decisions. The Office of the Registrar will send you an e-mail when you can enter your descriptions along with instructions on how to do this in MAUI. *Note that the Center for Credit Programs will enter instructor names and course descriptions for Guided Independent Study courses.*

**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).