



Office of the Registrar

1 Jessup Hall
Iowa City, Iowa 52242-1316

319-335-0238 Fax 319-335-1999

Call for Course Offerings for Fall Semester 2010

TO: Deans, Directors, and Departmental Executive Officers
FROM: Jan Brunstein, Office of the Registrar
DATE: October 20, 2009

Course prerequisites, corequisites, requirements, and recommendations will display in ISIS. This information will be pulled from MAUI. Thus, you will want to review this information for each of your courses in the MAUI Course Library for accuracy. Any changes need to be submitted on course approval forms through MAUI workflow. NOTE: At the **section** level, you can add additional requirements or recommendations that exceed the **course**-level information listed in the MAUI Course Library. You should enter section-level requirements or recommendations on your Call for Course Offerings or Proof Copy.

You will need to enter your Fall 2010 instructors and course descriptions in MAUI. OSIRIS will no longer be used for this purpose. **You will receive an e-mail when you can enter instructor names and course descriptions in MAUI.** That e-mail will include instructions on how to enter this information in MAUI.

Instructor names must be entered in MAUI once the e-mail is sent out in order for Classroom Scheduling to consider instructor preferences in allocation of classrooms. Instructor names **MUST** be entered in MAUI in order to appear on ISIS. *Note that the Center for Credit Programs will enter instructor names and course descriptions for Guided Independent Study courses.*

The enclosed printout includes all courses that were offered in the Fall 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).

Instructions for adding and updating courses, scheduling regulations, and departmental allocations also are included. Indicate on the printout if you want to change your room assignments or times for Fall 2010 courses. Make deletions or additions directly on the copy.

If you add Saturday & Evening (S&E) Courses, indicate the sections by a Sec SCA, SCB, etc. You must adhere to the contact hour requirements for S&E Courses. The calculation is 750 minutes for each semester hour for a non-lab course. Take the total (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.

The Call for Course Offerings indicates time, days, classrooms and buildings from last year's Fall course offerings. All classrooms and buildings are reviewed for new assignment in order to provide the best classroom schedule for the campus. 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.

Please identify 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.

An enrollment count should be included with each course. *If your copy requires no changes, please initial it and send it back so we are aware your copy should remain as is.*

Changes or additions to your copy should include registration instructions for special permission courses and independent study-type courses. Refer to the enclosed "Instructions for Updating Fall 2010 Course Offerings."

Return of your Fall 2010 copy should be submitted to: Jan Brunstein, Office of the Registrar, 1 Jessup Hall, no later than **Wednesday, November 11.**

You will have an opportunity to proof the final Fall Semester 2010 course offerings copy and make adjustments approximately January 29, 2010. Questions regarding room assignments, scheduling regulations, and departmental allocations should be directed to Char Maher, 5-0242; other questions or comments refer to Jan Brunstein, 5-0222.

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