

**Office of the Registrar**

1 Jessup Hall
Iowa City, Iowa 52242-1316

319-335-0238 Fax 319-335-1999

TO: Deans, Directors, and Departmental Executive Officers
FROM: Jan Brunstein, Office of the Registrar
RE: Request for Summer 2010 Course Offerings
DATE: October 15, 2009

Information for completing your Summer Session 2010 course offerings is enclosed as well as a printout of the courses you offered in Summer 2009. Indicate on the printout if you want to change times, days, or room assignments for Summer 2010 courses. Make deletions or additions directly on the copy. **Summer 2010 course offerings should be returned to Jan Brunstein, Registrar's Office, 1 JH, by Friday, November 6.**

The Call for Course Offerings indicates time, days, classrooms and buildings from last year's Summer course offerings. All classrooms and buildings are reviewed for new assignment in order to provide the best classroom schedule for the campus. Preferences for general assignment classrooms may be indicated, although Classroom Scheduling will make any changes necessary to accommodate the entire curriculum. 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 any courses 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.

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).

If you will offer Saturday & Evening courses, they should be submitted via the Summer Session web site at <http://www.continuetolearn.uiowa.edu/ccp/summer/proposal.htm>. If you requested sign-in privileges, you will not need to do that again. If you add S&E Courses, indicate sections by a Sec SC3 (for 3-week sections), SC6 (for 6-week sections), and SC8 (for 8-week sections). For off-cycle S&E courses, use SCA, SCB.

There is strict adherence to the contact hour requirement for *all* sessions. The exception is for a 3 s.h. class that meets Monday through Friday in the 8-week session. This course must meet for 50 minutes every day. A contact hour chart to assist you in calculating instructional time is on the "Instruction" sheet.

NEW!! ***Course prerequisites, corequisites, requirements, and recommendations will display in ISIS beginning with the Summer 2010 Session. This information will be pulled from MAUI. Thus, you will want to check this information for each of your courses in the MAUI Course Library to determine if it is correct. If this information from the MAUI Course Library is incorrect for any of your courses, you need to submit 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 Planner Summary or in the MAUI Course Library. You should enter section-level requirements or recommendations on your Call for Copy or Proof Copy.

NEW!! ***You will need to enter your Summer 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.

You will receive a proof copy of your courses approximately December 23. If you have any questions, please feel free to call me at 5-0222 or e-mail me at jan-brunstein@uiowa.edu. Thank you.

enclosures