Dickinson Office of the Registrar

To: All Department Chairpersons and Area Coordinators
From: Deb Bolen, Associate Provost for Curriculum
Date: January 8, 2024
Re: 2024-2025 Course Submissions

**FALL 2024 & SPRING 2025 COURSE SUBMISSIONS
ARE DUE BY NOON, MONDAY, FEBRUARY 5, 2024**

Happy new year! I hope you all enjoyed the snowy weekend.

Full Academic Year Submission
Departments will submit course offerings for the full 2024-2025 academic year. Fall 2024 course offerings will be released to the community in March, and Spring 2025 offerings in October.

Electronic Course Submission
Departments will use the electronic course submission application in CLIQ to submit courses. To access CLIQ for submitting your courses go to https://gateway.dickinson.edu and press the CLIQ icon. For details on entering the information, review these instructions.

Adjunct Requests:
If you are requesting a full-time visiting faculty position for 2024-2025, you should have already made your request through the Department Chairs Teams Channel Link. Senior Associate Provost Catrina Hamilton-Drager should have already corresponded with you regarding approved VAP requests for 2024-2025. **Requests for Fall 2024 adjuncts are due by February 15** and should also be made via the link above. This is the case even if you have regularly relied on an adjunct faculty to offer courses in your department. If you still need to request an adjunct or full-time visiting position, please use the link above to indicate the reason for requesting the position -- typically student demand, but other staffing needs may apply (replacing a course for a faculty member on reassigned time, for example). Requests will continue to be reviewed in light of demand and resources available; the Provost has final approval.

New Courses
If you wish to offer a *new course,* refer to the Curriculum Revisions section of the Academic Program and Standards Committee web page for information. All new courses must be approved by APSC and faculty. The completed New Course Proposal Form is due to Laura Weber **no later than February 1**. Include proposed courses with your department submission using the "New Course" option through CLIQ.

Courses Meeting Graduation Requirements
If you wish to offer a course meeting one or more of the Graduation Requirements, you can indicate that on the "Course Attributes" box of the Course Submission application on CLIQ. If the course has not met that requirement in the past, please send supporting information to the appropriate person (listed at the bottom of this page) for review.

Course Priority for Registration
Please be sure to *review all* of your priorities for each course submitted. There is a report

available containing just the priorities. If the priorities listed are correct, there's nothing additional you need to do. If you would like to make changes, follow the instructions in that section of the Course Submission application.

Remember, if more students request your course than there is space available, students will be registered randomly within each of your priority designations. In other words, there is no first-come, first-chosen procedure during the initial Course Request Period.

If you would like to **save seats for incoming first-year students** in your fall courses, the number of seats can be indicated on the "Schedule & Capacity" box. Seats are not reserved for first-year students in spring classes because first-year students request classes at the same time as returning students.

Course Descriptions for Topics Courses
Include course descriptions for any new topics courses in the "Course Description" box of the Course Submission application on CLIQ. If a topic was previously offered including description, that description should automatically default into this box when the topic is selected.

Classroom Preferences/Special Needs
Indicate a specific classroom in the "Schedule & Capacity" box or technology need in the "Room Attributes" box of the Course Submission application on CLIQ. Below are our criteria for prioritizing room requests:
    A. Courses scheduled during faculty-approved time slots
    B. Courses with special needs:
        a. Specific technology on a permanent usage basis
        b. Specific equipment required by a particular subject
    C. Course capacity correlated to room size
    D. Classroom in close proximity to faculty member's office
    E. Classrooms in close proximity (within same building) for back-to-back meeting times
    F. Room preferences without code information will receive lower priority in scheduling

Important Reminder Regarding Scheduling
First-year seminar courses will be offered 11:30 MWF; 12:30 MWF; 11:30-12:45 MF; MW 11:30-12:45 & WF 11:30-12:45. When offering courses that are appropriate for first-year students, avoid these times unless you have multiple sections. (NOTE: In the past first-year students encountered difficulty scheduling certain courses for which only single sections were offered during these time slots.)

Class Meeting Times
APSC will be enforcing the course scheduling policy, which includes **spreading course offerings across the weekly schedule**: a second 50-minute course may not be offered in a time slot unless all 50-minute slots have been used; likewise for 75-minute time slots.

As a reminder, each course, including Senior Seminars, and unless otherwise noted in the course description, is equivalent to four semester hours. Credit for courses is based on the assumption that at least three hours of study accompany each class period (excluding labs).

If you have any questions, please feel free to contact me at bolend@dickinson.edu. Thank you!

cc Renée Cramer
    Elizabeth White-Hurst
    Catrina Hamilton-Drager