

To: All Department Chairpersons and Area Coordinators
From: Karen Weikel, Registrar
Date: January 12, 2015
Re: 2015-2016 Course Submissions

**FALL 2015 & SPRING 2016 COURSE SUBMISSIONS
ARE DUE BY NOON, MONDAY, FEBRUARY 2, 2015**

Full Academic Year Submission

Departments will submit course offerings for the full 2015-2016 academic year. Fall 2015 course offerings will be released to the community in March, and Spring 2016 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](#) or use the Instructions link within the application.

Adjunct Requests:

If you are requesting an adjunct or full-time visiting faculty position, you must send an email to Brenda Bretz (bretz@dickinson.edu) and Bob Winston (winston@dickinson.edu). This is the case even if you have regularly relied on an adjunct or full-time visiting faculty to offer courses in your department. 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 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 Course Proposals 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 Bonnie Lehman **no later than February 2**. 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 "Capacity / Attributes / Prerequisites" box of the Course Submission application on CLIQ. If the course has not met that requirement in the past, please send supporting information to APSC for review.

Course Priority for Registration

Please be sure to *review all* of your priorities for each course submitted. There is a report available in CLIQ which contains just the priorities for easy reference. If the priorities listed are correct, there's nothing additional you need to do. If you would like to make changes, follow the instructions on that box in CLIQ.

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 “Capacity / Attributes / Prerequisites” 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 on 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 or technology need on the “Schedule/Location” 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. 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

As reported at the November 2008 Faculty Meeting, 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 our office at x1315. Thank You!

cc Neil Weissman
Brenda Bretz
Bob Winston
Academic Department Coordinators

Check out the [Registrar’s Office on Facebook](#).



*us to get all of the latest updates
on class additions/cancellations and important dates.*