To: All Department Chairpersons and Area Coordinators  
From: Deb Bolen, Assistant Provost  
Date: August 27, 2018  
Re: Spring 2019 Course Submissions

SPRING 2019 COURSE SUBMISSIONS  
ARE DUE BY NOON, MONDAY, SEPTEMBER 17, 2018

Verification of Spring 2019 Courses  
Because all departments submitted course offerings for the full 2018-2019 academic year in February of this year, you will not need to resubmit your Spring 2019 course offerings. However, you should review your spring courses online and make any necessary changes.

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 the Dickinson Gateway and press the CLIQ icon. For details on entering the information, review these instructions.

Adjunct Requests:  
If you are requesting an adjunct or full-time visiting faculty position, you must send an email to me (bolend@dickinson.edu) and John Henson (henson@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 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 Bonnie Lehman no later than September 3. Include proposed courses with your department submission using the “Create a New Course” option through CLIQ.

Courses meeting Graduation Requirements  
If you wish to offer a course meeting one or more of the Graduation Requirements, choose the appropriate attributes in the “Course Attributes” block 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 containing just the priorities in CLIQ. If the priorities listed are correct, there’s
nothing additional you need to do. If you would like to make changes, do so in the Priorities block 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.

**Course Descriptions for Topics Courses**
Include course descriptions for any new topics courses in the Course Description block 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**
*Please note: Dana Hall has been taken offline for the Spring 2019 semester. At this point it has yet to be determined if East College will be re-opened for the Spring 2019 semester. Therefore, if you submitted your Spring 2019 course schedule draft & requested classrooms in Dana or East College, please be sure to adjust your room requests in CLIQ.*

Indicate a specific classroom or technology need in the Room Requests block 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

**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, 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. Thank You!

cc Neil Weissman
Mary Ann Leidigh
John Henson
Academic Department Coordinators