

JULY 2 2009

TO: Deans and Department Heads
FROM: Andy Armstrong, Assistant Registrar
SUBJECT: Spring 2010 Online Schedule of Courses

Enclosed are your course offerings from spring 2009 in SIMS, and rolled data to Compass spring 2010. Please update and make corrections as instructed below for your spring 2010 semester course offerings. You will be sent a preliminary schedule to proof and return; however, your initial schedule **MUST** be as complete and accurate as possible.

Please check all courses and sections and mark any necessary changes in **RED**. Include the **complete** time, enrollment limit, **preferred** room, instructor and UIN for that particular section. It is not necessary to include UINs when the instructor's name is preprinted on that section. **If the instructor is changed or added, the UIN must be included, otherwise the section will be listed as STAFF.**

Submit the updated copy of course offerings and this memo to your dean's office by **5 p.m., September 4, 2009** even if there are no changes. **ALL PAGES** of the department's schedule must be returned to the Registration Office, **750 Agronomy Road, Suite 1501**, no later than **noon, Wednesday September 9, 2009**. If the information is completed prior to the deadline, please send it to your dean for approval. This will allow the deans to forward to us ahead of schedule.

SECTION NUMBERING (does not apply to KINE 198 or 199)

200-299 Honors	900-929 Writing intensive
500-599 Undergraduate courses	930-969 "C" course
600-699 Graduate courses	970-979 Writing intensive honors
700-799 Distance education	980-999 "C" course honors

List dates and times for all **mini courses** including sections taught during the regular semester but for less than fifteen weeks.

Cross-listed and stacked courses must be so designated.

Courses and/or sections not listed on the term file audit report must be listed on the Additional Courses/Sections form available at http://admissions.tamu.edu/forms/registrarForms/addtl_courses.pdf. Use a separate page for each department. Courses need not be listed in numerical order.

Study abroad courses must be approved each semester by Study Abroad Programs, *even if they have been approved/taught previously*. These courses must be submitted on the Study Abroad Request form available at <http://admissions.tamu.edu/forms/registrarForms/StudyAbroadCourseRequestForm.pdf>

Distance education and web based courses must be approved each semester by the Distance Education Office, *even if they have been approved previously*.

Writing intensive course must be approved each semester by University Writing Center, even if they have been approved/taught previously. These courses must be submitted on the Writing Center Request form available at http://admissions.tamu.edu/forms/registrarForms/w_c_courses.pdf.

Special topics courses (289s, 489s, and 689s) must be approved *even if the course has been approved/taught previously*. These courses must be submitted on the Departmental Request for a "Special Topics in..." Course form available at http://admissions.tamu.edu/forms/registrarForms/spec_tpc.pdf. Cross-listed, special topics courses require a form from each department teaching the course. Attach approved 289 and 489 forms to your course request. All 689s must be submitted to the Office of Graduate Studies for approval prior to forwarding to the Registration Office. The Registration Office will not process special topics forms without the appropriate approval signatures.

Registration restrictions will be handled in a separate process. The Office of the Registrar will offer guidance on registration restrictions in open forums. Please **DO NOT** submit registration restrictions with your initial course requests.

According to Student Rules 1.14 (<http://student-rules.tamu.edu>) all **common night exams** **MUST** be listed in the online schedule of courses. Please include this information with your original course request.

Interactive Video Conference: Identify video conference courses with "TTVN: Location."

The Registration Office will schedule classrooms according to the following guidelines.

- All departments must use each of the standard university approved time patterns equally.
- All three-hour courses held before 6 p.m. **MUST** be offered at one of the standard university approved time patterns,
- All courses must meet at least 750 minutes per contact hour.
- Each classroom must be utilized to 65% of seating capacity.
- Each course with an enrollment limit of 10 or less will not be assigned a classroom until a sufficient number of students have registered for the course (5 for graduate level courses and 10 for undergraduate level). Once the minimum enrollment is reached to teach the course, the department must contact the Registration Office for a room assignment.

MWF 0800AM-0850AM	MW 0410PM-0525PM	TR 0800AM-0915AM
MWF 0910AM-1000AM	MW 0545PM-0700PM	TR 0935AM-1050AM
MWF 1020AM-1110AM	MW 0720PM-0835PM	TR 1110AM-1225PM
MWF 1130AM-1220PM		TR 1245PM-0200PM
MWF 1240PM-0130PM		TR 0220PM-0335PM
MWF 0150PM-0240PM		TR 0355PM-0510PM
MWF 0300PM-0350PM		TR 0530PM-0645PM

If you have any questions, please call our office at 845-7117. Thank you for your cooperation. **Spring pre-registration begins November 19.** Please see the registration schedule at <http://admissions.tamu.edu/Registrar/Current/RegSchedules.aspx>

SIGNATURE OF DEAN (indicates Dean's approval of departmental course requests)