For Internal Academic Department Planning Purposes Only Final Courses Must Be Entered Into PeopleSoft Scheduling System

UMBC Continuing & Professional Studies Office of Summer, Winter, and Special Programs SUMMER 2015

DIRECTIONS: This form is used by the academic department, to help collect course information prior to updating the schedule of classes in PeopleSoft. Once courses are entered and finalized by the Academic Department Scheduling Coordinators, the Special Sessions Policy Committee will review and approve the final course offerings. For assistance, submit an RT request or contact the Office of Summer, Winter, and Special Programs at (410) 455-2335.

COURSE INFORMATION

1. PRIMARY DEPARTMENT: (Department sponsoring this course)								
2. COURSE ACRONYM & NUMBER:CREDITS: NOTE: FOR COURSES WITH A VARIABLE CREDIT OPTION, PLEASE INDICATE THE <u>EXACT</u> NUMBER OF CREDITS								
3. SPECIAL TOPICS COURSE TOPIC the special topics course. This description w added by the Registrar's Office (by submitting	ill be used to publicize	the course in the online S	chedule of Classe					
4. INSTRUCTION MODE: P –	In Person	H – Hybrid	O - Onlin	e				
5. CAMPUS OFFERED: M –	Main S	G – Shady Grove	OFF – Off Ca	mpus (for online courses)				
6. LAB/DISCUSSION COMPONENT:	If this course has a	a lab or discussion com	ponent, please ir	ndicate below.				
7. IS THIS COURSE APPROVED BY ² All courses, except special topics courses, mu Department's responsibility to submit new cou Summer, Winter and Special Programs when	ust be approved by the urses to the Undergrad	Undergraduate or Gradua luate or Graduate Council	ate Council before	they can be offered. It is the Academic				
8. PRINT COURSE IN THE SCHEDUL	E OF CLASSES?	[]Yes []No						
9. PERMISSION REQUIRED TO REG	ISTER? [] Yes	[]No 10). COURSE CA	PACITY:				
11. WAIT LIST All summer/winter cour Number of seats for Wait List	ses include a wait lis	st unless there is a spec	cific reason to or	nit a wait list.				
12. IS THIS COURSE COMBINED (CF If YES, please indicate combined (cross-	ROSS-LISTED)? [listed course(s):]Yes []No						
If a cross-list has not been previously approve approval with the secondary department(s) fo			e primary academ	ic department is responsible for securing				
IS THIS THE PRIMARY COURSE? []Yes []No							
IF COURSE IS COMBINED AND THIS I	S NOT THE PRIMA	RY COURSE, PLEASE	E ENTER PRIM	ARY COURSE:				
13. ROOM TYPE NEEDED (circle one)	: Smart Room	No Technolog	у	Department Controlled Room				
	Computer Lab	Special Acces	sibility O	ther				
If Other, please explain:								
Building/Room Preference								

Note: Indicating a Building and//or Room Preference does not guarantee the assignment of the room during summer session.

Please note: For smart rooms without a built-in computer, a personal or departmental laptop can be used or one can be reserved through AV Services. Instructors who require Audio/Visual Support are responsible for contacting AV Services at <u>www.umbc.edu/avservices</u>.

SUMMER SESSION INFORMATION

Please see www.umbc.edu/summer for specific session dates.

SCHEDULING

Important Scheduling Note: For every credit, a non-lab course is required to meet for 12.5 contact hours (a total of 37.5 hours for a standard 3 credit course). Class time missed due to university holidays are to be made up. Instructor is responsible for determining make-up schedule.

Summer Standard Meeting Patterns (circle course schedule):

3 Cr. Courses	4 wks / 3 crs	6 wks / 3 crs	8 wks / 3 crs	12 wks / 3 crs (Circle 1 day week)
Morning	MWF 9-12:10 pm	MW 9-12:10 pm	MW 9-11:20 am	M T W TH F S Su
	TTHF 9-12:10 pm	TTH 9-12:10 pm	TTH 9-11:20 am	9-12:10 pm
Afternoon	MWF 1-4:10 pm	MW 1-4:10 pm	MW 1-3:20 pm	M T W TH F S Su
	TTHF 1-4:10 pm	TTH 1-4:10 pm	TTH 1-3:20 pm	1-4:10 pm
Evening	MWTH 6-9:10 pm	MW 6-9:10 pm	MW 6-8:20 pm	M T W TH F S Su
	TWTH 6-9:10 pm	TTH 6-9:10 pm	TTH 6-8:20 pm	6-9:10 pm

4 Cr. Courses	4 wks / 4 crs	6 wks / 4 crs	8 wks / 4 crs	12 wks / 4 crs (Circle 1 day week)
Morning	MTWF 9-12:10 pm	MWF 9-11:50 pm	MW 9-12:10 am	M W 9-11:05 am
	TWTHF 9-12;10 pm	TTHF 9-11:50 pm	TTH 9-12:10 am	T TH 9-11:05 am
Afternoon	MTWF 1-4:10 pm	MWF 1-3:50 pm	MW 1-4:10 pm	M W 1-3:05 pm
	TWTHF 1-4:10 pm	TTHF 1-3:50 pm	TTH 1-4:10 pm	T TH 1-3:05 pm
Evening	MTWTH 6-9:10 pm	MWTH 6-8:50 pm TWTH 6-8:50 pm	MW 6-9:10 pm TTH 6-9:10 pm	M W 6-8:05 pm T TH 6-8:05 pm

Alternative Schedule: Start Time: _____ End Time: _____ Days of the Week: _____

Please indicate any supplemental information regarding the course below:

INSTRUCTOR INFORMATION

Full Name _____ Has the instructor previously taught at UMBC?

E-Mail_____

[]Yes []No

This form is available online at www.umbc.edu/ssfaculty (under Summer Scheduling).