UMBC Division of Professional Studies
Office of Summer, Winter, and Special Programs
WINTER 2016

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 finalized and entered 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 EXACT NUMBER OF CREDITS

3. SPECIAL TOPICS COURSE TOPIC & DESCRIPTION: If this course is a special topics course, please attach a brief description and title of the special topics course. This description will be used to publicize the course in the online Schedule of Classes. New special topics titles must be added by the Registrar's Office (by submitting an RT Ticket) in order to appear on a student's final transcript.

4. INSTRUCTION MODE: P – In Person       H – Hybrid       O - Online

5. CAMPUS OFFERED: M – Main       SG – Shady Grove       OFF – Off Campus (for online courses)

6. LAB/DISCUSSION COMPONENT: If this course has a lab or discussion component, please indicate below.

   ________________________________________________________________________________

   ________________________________________________________________________________

7. IS THIS COURSE APPROVED BY THE UNDERGRADUATE OR GRADUATE COUNCIL? [ ] Yes [ ] No

   All courses, except special topics courses, must be approved by the Undergraduate or Graduate Council before they can be offered. It is the Academic Department’s responsibility to submit new courses to the Undergraduate or Graduate Council by the required deadlines, and to notify the Office of Summer, Winter and Special Programs when the course has been approved.

8. PRINT COURSE IN THE SCHEDULE OF CLASSES? [ ] Yes [ ] No

9. PERMISSION REQUIRED TO REGISTER? [ ] Yes [ ] No 10. COURSE CAPACITY:____________

11. WAIT LIST All summer/winter courses include a wait list unless there is a specific reason to omit a wait list.

   Number of seats for WAIT LIST:____________

12. IS THIS COURSE COMBINED (CROSS-LISTED)? [ ] Yes [ ] No

   If YES, please indicate combined (cross-listed) course(s):

   ________________________________________________________________________________

   If a cross-list has not been previously approved by the Undergraduate or Graduate Council, the primary academic department is responsible for securing approval with the secondary department(s) for cross-listing the course.

   IS THIS THE PRIMARY COURSE? [ ] Yes [ ] No

   IF COURSE IS COMBINED AND THIS IS NOT THE PRIMARY COURSE, PLEASE ENTER PRIMARY COURSE:

   ________________________________________________________________________________

13. ROOM TYPE NEEDED (circle one): Smart Room No Technology Department Controlled Room

   Computer Lab Special Accessibility Other

   If Other, please explain: __________________________________________________________

   Building/Room Preference

   Note: Indicating a Building and/or Room Preference does not guarantee the assignment of the room during winter 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 need Audio/Visual Support are responsible for contacting AV Services at www.umbc.edu/avservices
**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 or inclement weather should be rescheduled. Instructor is responsible for determining make-up schedule.

**Winter 2016 Meeting Patterns** (circle course schedule):

1.5 Credit Courses – schedule 2 days/week.  

<table>
<thead>
<tr>
<th>Times</th>
<th>Morning – 9-12:10 pm</th>
<th>Afternoon – 1-4:10 pm</th>
<th>Evening – 6-9:10 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circle 2 days</td>
<td>M T W TH F S Su</td>
<td></td>
<td></td>
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</tbody>
</table>

2 Credit Courses – schedule 3 days/week.  

<table>
<thead>
<tr>
<th>Times</th>
<th>Morning – 9-12:10 pm</th>
<th>Afternoon – 1-4:10 pm</th>
<th>Evening – 6-9:10 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circle 3 days</td>
<td>M T W TH F S Su</td>
<td></td>
<td></td>
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</table>

3 Credit Courses – schedule 4 days/week.  

<table>
<thead>
<tr>
<th>Times</th>
<th>Morning – 9-12:10 pm</th>
<th>Afternoon – 1-4:10 pm</th>
<th>Evening – 6-9:10 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circle 4 days</td>
<td>M T W TH F S Su</td>
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</table>

4 Credit Courses – schedule 5 days/week.  

<table>
<thead>
<tr>
<th>Times</th>
<th>Morning – 9-12:35 pm</th>
<th>Afternoon – 1-4:35 pm</th>
<th>Evening – 6-9:35 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circle 5 days</td>
<td>M T W TH F S Su</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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?  
[ ] Yes  [ ] No

E-Mail ___________________________________________  

*Please see* [www.umbc.edu/winter](http://www.umbc.edu/winter) for specific session dates.

This form is available online at [www.umbc.edu/ssfaculty](http://www.umbc.edu/ssfaculty) (under Winter Scheduling).