

**UMBC Division of Professional Studies
Office of Summer, Winter & Special Programs**

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 in the "RR-Scheduling-SW" queue, email the Office of Summer, Winter, and Special Programs at summer@umbc.edu or winter@umbc.edu or call (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 topic 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

IF ONLINE: Online classes are offered through Blackboard "synchronously" (students are expected to attend class online based on a pre-published meeting pattern) or "asynchronously" (students can access the class anytime to learn the material and are **not** required to be online at the same time). UMBC does not have a policy regarding asynchronous vs synchronous online delivery. Decisions regarding how to best deliver online course content are made by faculty, based on academic department guidelines. The recommended [best practice](#) for most online courses is asynchronous online delivery.

My online class will be meeting **asynchronously**.

My online class will be meeting **synchronously** according to the meeting pattern indicated under the "Scheduling" section of this form.

5. CAMPUS OFFERED: M – Main SG – Shady Grove OFF – Other Off Campus Location

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 (check one):

Smart Room No Technology Department Controlled Room
 Computer Lab Special Accessibility No Room Needed (online) 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 summer or 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 require Audio/Visual Support are responsible for contacting AV Services at umbc.edu/avservices.

INSTRUCTOR INFORMATION

1. INSTRUCTOR _____ 2. E-MAIL: _____

Has the instructor previously taught at UMBC? Yes No

SESSION INFORMATION

Please see summer.umbc.edu or winter.umbc.edu for specific session dates and swsupport.umbc.edu for more scheduling information.

Summer/Winter Sessions (check session course will be offered):

Summer Session 1: 4 Week 6 Week 8 Week 12 Week

Summer Session 2: 4 Week 6 Week

Winter Session

SUMMER & WINTER 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.

Winter Standard Meeting Patterns (check course schedule):

3 Credit Courses -- schedule 4 days/week. 3 credit courses must meet for 12 total class meeting (37.5 contact hours)							
Times	Morning – 9-12:10 pm			Afternoon – 1-4:10 pm			Evening – 6-9:10 pm
Circle 4 days	M	T	W	TH	F	S	Su

4 Credit Courses -- schedule 5 days/week. 4 credit courses must meet for 16 total class meetings (50 contact hours)							
Times	Morning – 9-12:10 pm			Afternoon – 1-4:10 pm			Evening – 6-9:10 pm
Circle 5 days	M	T	W	TH	F	S	Su

Alternative Schedule:

Start Time: _____ End Time: _____ Days of Week: _____

Summer Standard Meeting Patterns (check course schedule):

3 Credit Courses	4 weeks	6 weeks	8 weeks	12 weeks (check 1 day/week)
Morning	9 am - 12:10 pm	9 am - 12:10 pm	9 am - 11:20 am	9 am - 12:10 pm
Afternoon	1 pm - 4:10 pm	1 pm - 4:10 pm	1 pm - 3:20 pm	1 pm - 4:10 pm
Evening	6 pm - 9:10 pm	6 pm - 9:10 pm	6 pm - 8:20 pm	6 pm - 9:10 pm

4 Credit Courses	4 weeks	6 weeks	8 weeks	12 weeks
Morning	9 am - 12:10 pm	9 am - 11:50 am	9 am - 12:10 pm	9 am - 11:05 am
Afternoon	1 pm - 4:10 pm	1 pm - 3:50 pm	1 pm - 4:10 pm	1 pm - 3:05 pm
Evening	6 pm - 9:10 pm	6 pm - 8:50 pm	6 pm - 9:10 pm	6 pm - 8:05 pm

Alternative Schedule:

Start Time: _____ **End Time:** _____ **Days of Week:** _____

Please indicate any supplemental information regarding this course below:
