

## CLASS SCHEDULE GENERAL INFORMATION

- I. The worksheets provided reflect winter 2007 semester offerings. The worksheets should be used as a building block in your scheduling.

**Inputting days and times?** It's easy! Just write in the days and times in the space provided using the new standardized time slots.

**Need to add a course not listed?** Write it on the "additional sections" sheet provided.

**Wish to delete a course?** Cross it off.

A. **Instructor**

Please write in the first and last name of each instructor. If the instructor is new to UM-Flint, please provide their UMID, SS#, and date of birth.

B. **Course Capacity**

The course capacity is listed on the worksheet based on the winter 2007 schedule. The course capacity will be used in determining a classroom, so please take a look at the capacity assigned to the course and make sure it's still the capacity that you want for winter 2008. If you need to change the capacity just cross off the old number and write in the new one next to it.

C. **Room Attributes**

As you can see, I have removed the features/equipment needed from the worksheets because I will not be able to accommodate room preferences for winter 2008 due to the French Hall renovations. However, please designate in the worksheet whether you will need a general classroom or a computer lab for each course.

D. **Cross-Listed courses and Meeting Together courses**

Check with cross-listed department(s) to ensure all are in agreement on offering before entering information on the worksheet. Please list all courses that will be meeting in the same classroom at the same day and time. Examples: the lectures for BIO 111 sections; EDU/ENG 412/512.

E. **Teaching loads (CAS & SEHS departments only)**

You are required to send a teaching load summary, with times and days the courses meet, to the Dean's Office. This list should include both full and part time faculty and show all the courses that each faculty member teaches.

F. **Back-to-back courses**

Full-time faculty members with a two-day teaching schedule may not teach all of their courses back-to-back.

Cc: R. Barnett, Associate Dean CAS  
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