



TO: Department Chairs/Associate Deans/Program Coordinators
FROM: Dan Kellogg, Registrar
RE: **Preparation of the Timetable**

1. Please include the following information with the submission of your class schedule:

- a) [Enrollment limits](#) for each course/section.
- b) [Writing Emphasis](#) (WE) courses and sections (WE sections are limited to an enrollment of 21). **NOTE** – Writing Emphasis courses must be approved by the GDR Subcommittee, the Curriculum Committee, and Senate BEFORE the class is listed as WE in timetable. Instructors are also required to complete WE certification training.
- c) [Permission Required](#) (PR) courses and sections, including those in which you will pre-register students or for which students will be required to obtain your permission prior to registration.
- d) Courses/sections available [Pass-Fail](#).
- e) [Distance Learning/Online Courses](#). Identify courses and sections in which distance learning technology will be used to either send or receive instruction. Indicated “**100%**” if no campus visit is required and “**Partial**” if students should expect to attend at least one class session on campus.
- f) [Special course fees](#). All course fees require the approval of the Controller before they can be listed in the timetable. Please contact Bo DeDeker (3999) if you will be listing any special course fees that have not been approved.

2. All instructors listed to teach graduate-level courses must be members of the graduate faculty or authorized by the Graduate Council to teach graduate-level courses.

Please contact Joyce Roth, (3817) if you have any questions regarding scheduling rooms on campus.

Thank you!

cc: Provost
Deans