

COURSE OFFERING PROCEDURES

FALL (FA) & SPRING (SP) SEMESTERS

FALL I & II SESSIONS (F1, F2)

SPRING I & II SESSIONS (P1, P2)

COURSE NUMBER

Course numbers cannot be changed. These are designated and approved by Curriculum and Regulations (C&R) and University Senate.

SECTIONS

Number sections consecutively (See additional instructions below for certain lab sections).

- All Honors courses should be section 40's.
- If students must attend a specific lab section associated with a lecture section and register for only one, the following format should be used: *Section 01 and Lab A.*
- If a student has a choice of several labs and must register for both lecture and lab, the lecture sections should be listed first with numerical sections, followed by labs with alphabetical sections. The following format should be used: *Section 01, Lab A, Lab B, etc.*
- Major/minor restrictions enforced by the Office of the Registrar need to be listed in the prerequisites, and therefore require Curriculum and Regulations (C&R) approval. Core curriculum courses cannot be restricted by majors and/or minors.

TITLES, NOTATIONS, AND PREREQUISITES

Course titles and prerequisites are maintained in Master Course List and do not need to be entered. If you need to check late course approvals, please refer to the Curriculum and Regulations (C&R) routing system, CRCRS.

Exceptions are thesis, research or topics courses. Title changes can be applied to these specific courses by entering the title in the Short Title field on the course template. Titles should be less than 21 characters and will be reflected on the student's academic record. Please provide titles for all topics courses.

Notations and explanations should be identified in the Open Personal Note section.

CREDIT HOURS

You cannot enter the credit hours for courses with set hours. For variable credit hour courses, you may enter the number of semester hours for which the course is being offered using the Min/Max fields in the course template.

Each semester credit hour requires 750 contact minutes (2250 minutes for a 3-credit hour course). Break time is additional and needs to be added to the length of the class period. If your courses do not meet the specified contact time requirements, you will be asked to bring them into compliance with these guidelines.

DAYS

Use M-W-F or T-TH sequence for fall and spring semesters.

Any sequences outside of these guidelines (i.e. M-W, M-W-TH-F) are strongly discouraged due to classroom space limitations. If a course meets two days during the week, choose a T-TH time slot.

COURSE TYPES

The following course types are available and are defined as follows:

A. Classroom-delivered courses

For course sections with face-to-face instruction and interaction during specific, predetermined meeting times, students mostly set foot in a physical classroom space to receive instruction. 25% or less of the course will be distance-delivered.

B. Arranged courses

For course sections with face-to-face instruction and interaction during meeting times that are scheduled to accommodate specific course requirements; students mostly set foot in a physical classroom space or other designated physical location to receive instruction.

C. Hybrid-delivered courses

For course sections that include approximately 50% face-to-face instruction and interaction and approximately 50% course content delivered via distance delivery methods; students typically set foot in a physical classroom space for about 25%-75% class meetings to receive instruction.

D. Distance-delivered courses

For course sections in which all course content is delivered via distance delivery methods with the instructor and students physically separated from one another; students never set foot in a shared physical classroom space to receive instruction.

E. Distance-delivered programs

Entire certificate or degree programs of study in which 50% or more of the required courses may be taken as distance-delivered courses; students rarely or never set foot in a shared physical classroom space to receive instruction.

SEATS

This is the number of class seats you want for the course section. On the course template the Open Seats field is the number of seats available to students on Webster. The Reserved Seats (Rsrvd) field is the number of seats which will be placed on reserve. Reserve seats can only be added by the

department chairperson or division director via AcInquire or added by the Office of the Registrar.

INSTRUCTOR

Select the instructor's name. If the instructor has not been determined, please select "Staff".

ROOMS

Enter your preferred building and room information. We will make every effort to honor your request. However, it may be necessary to make changes or adjustments once classroom scheduling begins.

SPRING & FALL SEMESTER STANDARD COURSE MEETING TIMES

Each semester credit hour requires 750 contact minutes (2250 minutes for a 3-credit hour course) to meet the contact time requirements outlined here:

<https://www.bradley.edu/offices/academic/provost/assets/documents/policies-ContactTimeStudentEngagementRequirements.pdf>

Break time is optional and should be added to the length of your class period. All M-W-F classes scheduled to begin between 8:00 a.m. and 3:00 p.m. must begin on the hour. Classes requiring 4 or 5 days per week may be offered at 8, 12 or 3 to minimize conflicts with set Tuesday or Thursday times.

The class periods are as follows:

M-W-F

Period 1	8:00 - 8:50 am
Period 2	9:00 - 9:50 am
Period 3	10:00 - 10:50 am
Period 4	11:00 - 11:50 am
Period 5	12:00 - 12:50 pm
Period 6	1:00 - 1:50 pm
Period 7	2:00 - 2:50 pm
Period 8	3:00 - 3:50 pm

T-TH

Period 1	7:30 - 8:45 am
Period 2	9:00 - 10:15 am
Period 3	10:30 - 11:45 am
Period 4	12:00 - 1:15 pm
Period 5	1:30 - 2:45 pm
Period 6	3:00 - 4:15 pm

NOTE: Time slots for Monday, Wednesday, and Friday beginning between 8:00 am and 3:00 pm are reserved for courses 50 minutes in length with the exception of laboratories or studio classes held in dedicated spaces.

Time slots from 12:00-1:00 pm (lunch hour) may be used only if alternative sections are offered at another time.

FALL & SPRING 7-WEEK SESSIONS (F1, F2, P1, P2)

Course sections being offered in one of the Fall or Spring 7-week sessions will adhere to the predetermined session start and end dates. If needed, you will be able to assign specific days and times for your course sections within those specific session start and end dates. Please refer to the course meeting times section of this document for further guidance.

NON-STANDARD COURSES

Per Federal Title IV regulations, non-standard courses are no longer an option. Course sections must adhere to the predetermined semester/session start and end dates. If needed, you will still be able to assign specific days and times for your course sections within those semester/session specific start and end dates.

CORE PRACTICE TAGS

BCC core practice tags must be marked for each course section and for every term the course is offered. Core practice tags do not automatically roll over from previous terms. Please note course(s) must be approved by the Core Practices Committee and University Senate as eligible for a BCC core practice tag in order for a course section to be marked.