Wintersession 2015
Course Scheduling Guidelines

Important Dates & Deadlines
Wintersession 2015 courses will meet **January 5-23, 2015**, or on alternate dates during this period. The Wintersession 2015 course planning cycle will parallel the Spring Semester 2015 course planning cycle. Important dates and deadlines include:

- **June 16**  First Draft schedules are distributed to departments.
- **July 14**  First Draft schedules are due back to SELL.
- **August 4**  Second Draft schedules are distributed to departments.
- **September 2**  Second Draft schedules are due back to SELL.

Class Meeting Schedules
During Wintersession, three-credit courses meet daily at one of the following times: 9:00 a.m. – noon, 1:00 p.m. – 4:00 p.m., or 6:00 p.m. – 9:00 p.m. Please refer to **Contact Times** for more information. Courses meeting for fewer days must adhere to Board of Regents Policy 309.1 ([http://mus.edu/borpol/bor300/309-1.pdf](http://mus.edu/borpol/bor300/309-1.pdf)). Wintersession 2015 courses should be submitted by editing the **Wintersession 2015 Schedule** and forwarding the edited document to SELL.

Contact Times
A course must provide a minimum of 750 contact minutes per academic credit. Courses offered for 1-2 credits, or meeting for fewer than 3 weeks, should begin at one of the times listed above and meet for the appropriate amount of contact time.

Consent of Instructor
Use Consent of Instructor (C/I) only when absolutely necessary. To allow registration for a course requiring consent, instructors must provide override permission via CyberBear for Faculty. To prevent unauthorized registrations, please list restrictions and prerequisites on the Schedule.

Instructor Compensation
Wintersession instructors earn $1,100 per credit. Beginning in Fiscal year 2015 Wintersession will be included in the consolidated fiscal year instructional budgeting process and will not have a separate budget managed by SELL. Please consult with the appropriate fiscal officer in your unit or department regarding the availability of funding for Wintersession courses.

Wintersession payroll should be submitted to HRS separately from Autumn or Spring semester payroll prior to the end of Autumn Semester 2014. Payroll forms may be found here:

- [RPT/Extra Compensation](#)
- [RPT/Instructional Position Description](#)
- [Graduate Assistant Contract](#)
Enrollments and Course Cancellation Policies
Deans and department chairs should ensure that courses are adequately enrolled to attain unit enrollment goals. Decisions to conduct or cancel under-enrolled courses must be approved by the department chair and dean. If a department/school decides to cancel a course, notify Jeff Wimett at 243.4470 or jeffrey.wimett@umontana.edu immediately.

Limiting Enrollment
To meet FTE goals, limiting course enrollment during Wintersession is discouraged.

Course Descriptions for Seminars, Special Topics, Etc.
Please provide descriptions for courses not described in the current General Catalog by emailing a short paragraph to Jeff Wimett at jeffrey.wimett@umontana.edu. SELL submits course proposals for 595 special topics to the UM Graduate School for approval. Please Submit a 595 Proposal Form when submitting new 595 special topics courses. Courses may only be offered three times as special topic numbers. Special Topics courses that are offered more than three times must be approved by ASCRC as a regular course offering.

Post-Course Work
Faculty should manually submit grades to the Registrar’s Office. If post-course work is required, faculty should print out the class roster, enter grades, and submit the roster to the Registrar’s Office as soon as possible. Grades will be posted to student transcripts at the end of Spring Semester.

Publicity and Marketing
Prior to publication and/or release to the media, any advertising must be approved by SELL. SELL reviews materials for adherence to specific UM policies, particularly with regard to short courses.

Checklist
Did you remember to...
1. Highlight all changes to the Schedule?
2. Provide correct dates for all courses?
3. Provide descriptions for all courses not described in UM’s current General Catalog?
4. Submit your Wintersession 2015 Payroll to HRS prior to the end of Autumn Semester 2014?