

Course Scheduling Guidelines

Online vs. Face-to-Face

A course that includes any face-to-face meetings cannot be considered an online course. Only courses which meet 100% online can be scheduled as online courses.

Contact Time

A course must provide a minimum of 750 contact minutes per academic credit. For classes meeting more than 110 minutes, add one 10-minute break per class.

Short Courses

Some departments may schedule courses for shorter sessions with dates different from the 5- or 10-week sessions. On-campus short courses should be scheduled during either the first or second 5-week session. This allows maximum use of available classrooms. Pre- or post-course work may be required for short courses.

Short course schedules are subject to review to ensure compliance with Board of Regents policy. Please avoid schedule 3-credit courses that only meet for one-week. If a course does not fit a traditional meeting format, contact [Peggy Nesbitt](#), x6014.

Consent of Instructor

Use Consent of Instructor (C/I) only when absolutely necessary. To prevent unauthorized registrations, please list restrictions and prerequisites on the Banner Rollover Report and Section Addition Form.

Cross-Listed Courses

All cross-listed courses must be pre-approved by the chair of the cross-listed department(s). To obtain a list of approved cross-listings, please consult the 2010-2011 General Catalog or contact the Registrar's Office.

Course Scheduling Guidelines (continued)

Course Descriptions for Seminars, Special Topics, etc.

Please provide a description for all courses not described in UM's 2010-2011 General Catalog. Please submit the description (no more than one paragraph) to [Peggy Nesbitt](#).

Summer Programs will submit Course Proposals for 595 Special Topics to the UM Graduate School for approval, once received from the department with chair and dean signatures. The form is provided [here](#).

Section Numbers

Section numbers for all Summer Semester courses are assigned as follows:

First 5-week session	May 23-June 24, 2011	Sections 01-29
Second 5-week session	June 27-July 29, 2011	Sections 30-49
Full 10-week session	May 23-July 29, 2011	Sections 60-79
Special sessions	May 23-August 19, 2011	Sections 80-99
UMOnline courses	All sessions	Sections 50-59

Enrollments and Course Cancellation Guidelines

Deans and department chairs should ensure that courses are adequately enrolled to attain unit enrollment goals. The minimum enrollment guidelines are listed below. Decisions to conduct under-enrolled courses must be approved by the department chair and dean, in consultation with the Associate Director of Extended Learning Services. To allow students and faculty to make alternative arrangements, decisions to cancel or conduct an underenrolled course should be made approximately two weeks prior to a course beginning.

Undergraduate Lower Division (100-200)	15 students
Undergraduate Upper Division (300-400)	10 students
Graduate (500 and above)	5 students

If a department/school decides to cancel a course, please contact [Jeff Wimett](#), x4470.

Limiting Enrollment

To meet FTE goals, limiting face-to-face course enrollment is discouraged. If necessary, indicate clearly all such required limits on the Banner Rollover Report or Section Addition Form. Please note that a suggested enrollment cap for online courses is 25 students.