

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 that meet 100% online and primarily asynchronously can be scheduled as online courses.

Bookend Dates

An online course must be delivered within the bookend dates of the semester. The dates below are inclusive of finals week.

- Autumn 2012: August 27 – December 14
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Consent of Instructor

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

Cross-listed Courses

All cross-listed courses must be approved by the chair of the cross-listed department(s) prior to scheduling in Maven. To obtain a list of approved cross-listings, please consult the 2011-2012 General Catalog or contact the Registrar's Office.

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, please contact Jeff Wimett, x4470, jeffrey.wimett@umontana.edu.

Section Numbers

All online courses should be section 50-59.