

## **Chapter 17. The Registrar's Office**

The Office of the Registrar is responsible for course registration, course and classroom scheduling, posting of grades, transcripts and student certifications, tuition charges, final clearance of degree requirements at graduation, publication of the University Catalogue and Course Announcement, and preparation and release of diplomas for Commencement.

### **17.1 New and Revised Courses, Enrollment Limits, Etc.**

See Chapter 2.3: Supervision of the Departmental Curriculum for information on procedures for gaining approval of new or revised courses from the College Curriculum Council or the Graduate Council.

### **17.2 Course Registration Procedures**

[Follow this link for course registration procedures.](#)

### **17.3 Publications and Course Information**

The department Chair is responsible for updating the department's entries for the Catalogue and Course Announcement. At the beginning of each publication cycle, copy is sent to each chair along with information about the deadlines for submitting and reviewing revised copy. The Associate Registrar for Course Information is responsible for managing publications. Late changes to be announced through addenda to the Course Announcement should be communicated in a memo sent to the Registrar's Office at Box K.

### **17.4 University-Wide Course Scheduling Principles**

Courses are scheduled by semester in two categories: (1) lecture-discussion courses meeting two or three times per week, and (2) seminars which meet once a week for an extended period. Recent experience has shown that achieving greater distribution by time serves the academic process by reducing course time conflicts for students, curbing the number of courses that must be capped due to room size, and by facilitating a better match of room with the professor's instructional needs.

#### **17.4.1 Scheduling Lecture-Discussion Courses**

Brown's course schedule now offers 13 standard time periods for lecture-discussion courses. Half meet three times per week for 50 minutes, and half meet twice a week for 80 minutes. Flexibility is introduced by not requiring departments to use all time slots. Departments with a preference for 80 minute classes meeting twice a week may make greater use of those times. Departments preferring 50 minute classes may emphasize the MWF times. However,

all departments are expected to make some use of both types in every semester. The overall goal is to have no more than 10% of all lecture-discussion courses meeting at any one time.

Chairs are asked to schedule lecture-discussion courses in multiples of 10. Within any set of 10 courses, no time period may be used more than once. Departments with 10 or fewer lecture-discussion courses in a semester may not use any time period more than once. A department with 15 lecture-discussion courses must use at least 10 different time periods and may schedule up to five time periods twice. A department with 23 lecture-discussion courses must use at least 10 different time periods and may use three time periods three times each. A department with 32 lecture-discussion courses, must use at least 10 different time periods and may schedule a maximum of four courses at two time periods.

#### **17.4.2 Lecture-Discussion Scheduling for Small Departments**

The principles outlined above are suitable in most cases, but they allow an inequitable advantage to units offering fewer than 10 lecture-discussion courses per semester. Hence, there are additional provisions for small departments. To make scheduling easier, the principles applying to small units have been reduced to the following three points:

- No period may be used more than once.
- At least one course each semester must follow the MWF 50-minute pattern.
- At least one course in five must begin at 9 AM or before, or at 2 PM or later.

#### **17.4.3 Scheduling Seminar Courses**

There are five time periods for seminars meeting once a week for 2 1/2 hours. The periods on Monday, Wednesday, and Friday are from 3-5:20 PM (M, N, and O hours), and the Q seminar time on Thursday meets from 4-6:20. These times are available to all members of the teaching staff. The P seminar hour from 4-6:20 on Tuesday may be assigned to instructors who are not voting members of the faculty since the monthly faculty meeting is held on a Tuesday at that time. Departments may also schedule seminars in the evenings after 6 PM if they can use space within the department for the course. Seminars are scheduled in sets of 3. The popular times from 3-5:20 PM on Monday and Wednesday (now called M and N hours) may not be repeated unless the third course in each set of 3 is scheduled at one of the other time periods (O, P, or Q hours or at an approved evening time in departmental space). The goal in scheduling seminars is that no more than one third of all seminars should be assigned to any one time period.

#### **17.4.4 Using the Schedule Chart**

The [schedule chart](#) is provided to aid chairs in developing a schedule that is consistent with the principles above. It does not need to be returned to the Registrar's Office. The Registrar's Office will compile a report based on your text

and seek revisions to your schedule if it does not conform to these principles. In preparing your chart, please remember the following:

- Provide separate totals for lecture-discussion courses and seminar courses.
- Include 2000-level courses as well as courses numbered 1-1999.
- Include all University Courses taught by your faculty, even those coded only as UNIV courses which may not appear with your departmental listing.
- Include all sections and common meetings, but do NOT include labs or conferences.
- Due to the limited number of large classrooms, please take care to distribute courses with more than 80 students across different periods.
- A course which utilizes two standard time periods (e.g., introductory language courses) should be entered and counted twice, once for each time period used.
- Exceptions must be approved by the Registrar's Office. Since first priority in room assignment is given to courses at standard times, non- standard times should be avoided.

#### **17.4.5 Classroom Assignments and Changes**

First priority in classroom assignment is given to courses scheduled at standard times, therefore, non-standard times should be avoided. Classrooms are assigned on the basis of estimates of expected enrollment and on the seating arrangements and equipment needed for instruction. First day enrollment rarely exceeds the capacity of the assigned room, although the presence of "shoppers" may result in overcrowding. Changes to assignments must be based on actual enrollment, and thus a larger room cannot be assigned on the basis of unenrolled visitors. If the presence of visitors results in overcrowding which could impair emergency egress, the instructor should take immediate corrective action consistent with principles established by the Provost and the Fire Marshall. (For example, shoppers may have to be asked to leave. If the instructor is willing, they may arrange to consult visitors outside of class about the possibility of entering the course.)

Shifts in enrollment after classes begin may necessitate some room changes, but every effort is made to keep these to a minimum. Whenever possible, room changes are avoided until enrollments stabilize after the second week of classes. However, changes on short notice may be necessary to accommodate mobility-impaired students or instructors. It is very important for students and faculty with special needs to maintain close communication with the Registrar's Office regarding course scheduling. Faculty needing special instructional equipment must send their room requirements in writing to the Registrar's Office by May 1 for fall semester courses and November 30 for spring semester courses. Classroom requests can be made through Banner.

University classrooms are available for course scheduling throughout the day and evening hours. Restricted classrooms, i.e., those to which a specific department has priority access, should be available for scheduling of courses at least 30 hours per week. For restricted rooms, priority is given to a department as long as its requests are submitted to the Registrar's Office by the date requested. Remaining times are available to the Registrar's Office for use by other departments as needed. Projected enrollment for a course should be at least 75% of the room capacity. The specific pedagogical needs of a course, enrollment size, or the need to accommodate a mobility-impaired student or instructor may require that the Registrar's Office override departmental scheduling of restricted classroom space.

## **17.5 Room Reservations and Classroom Requests**

The Assistant to the Registrar is the scheduling officer for classroom assignments. If you know in advance that a course will have particular requirements for equipment or room arrangements, it is important to notify the scheduling officer in writing several months before the beginning of a new semester.

## **17.6 On-Line Class Facility**

Online class lists for a course are accessible in Banner via faculty Self-Service to anyone listed as an instructor of the course. Provisions can be made for a non-instructor, e.g. department manager, to view and print class lists for any course in their department using a reporting application. Departments interested in being set up with access to this application should contact the Registrar's office.

## **17.7 Student Internal Academic Records, Transcripts, and Grades**

Student transcripts are available online in Banner to advisors (for Undergraduates: Freshman and Sophomore advisors during the student's first two years and then departmental advisors when the student declares a concentration; for Graduate Students: their department's graduate representative and the graduate program administrator). However, the Registrar's Office will continue its practice of sending to each department copies of the internal academic records (i.e., internal transcripts) for all undergraduate concentrators and graduate students in that department. These are to be used in academic advising. It is important for all faculty and staff to understand that this information is confidential and access to it is protected by Federal law. Any requests for external release of transcript information should be referred to the Registrar's Office. Outdated records should be shredded or destroyed and not be discarded in a manner (e.g., recycling them) which might expose such documents to release. If you wish, you may return old records to the Registrar's Office for disposal. Questions about internal academic records or transcripts may be addressed to the Associate Registrar for Record Maintenance. For questions about grade submission deadlines or other policies regarding grades, you may call the Grades Office.

## 17.8 Statistics on Enrollment and Degrees

The Office of Institutional Research provides summary information on students, enrollments, courses, and degrees on its website. These data are updated annually. You can [view these tables on the office's web](#).