**MEMORANDUM**

**DATE:** August 17, 2020

**TO:** Dr. Tina Maddox, CHP

 Dr. James Graham, COM

 Dr. Teresa Whited, CON

 Dr. David Caldwell, COP
 Dr. Amanda Golbeck, COPH

 Dr. Latrina Prince, GS

**Cc:** Dr. Kristen Sterba

 Dr. Clinton Everhart

**FROM:** Nadine Ledet, Registrar for Catalog and Scheduling

 Office of the University Registrar (OUR)

**SUBJ: Scheduling of UAMS Spring 2021 Classes in GUS**

Scheduling for **Spring 2021** classes in GUS has begun! Please forward this memorandum to the appropriate class schedulers within your college. Colleges should send lists of classes to Registrar@uams.edu for processing using the attached spreadsheet template according to the following timeline:

**Spring 2021 GUS Schedule of Classes Deadlines:**

1. All class schedules for Spring 2021 are due to the OUR by **September 15, 2020**.
2. Class schedule *changes* and *late requests* will be processed beginning **October 15**.
3. To make a change to a previously scheduled class for Spring 2021, please submit the *OUR Class Schedule Change Form,* accessible at <https://registrar.uams.edu/for-faculty-staff/> .
4. New requests or change requests received after October 15 may not be processed in time for the early registration period. New requests or change requests received after December 15 may not be processed.
5. In compliance with Arkansas Act 175 of 2007, course adoptions for undergraduate classes are due by November 1, 2020 for the Spring 2021 semester. Because Akademos receives course schedule information from GUS, all undergraduate classes must be scheduled prior to that date. Class schedule requests received after **September 15** are considered late, and may not be processed in time to accommodate the course adoption guidelines.

**General Class Scheduling Information:**

* Data elements necessary to schedule a class:
* Session (If known, e.g., Regular, M1, M2, BSN Rotation 1, 2, etc.)
* Start/End Date (exact dates are required)
* Number of Sections Requested
* Campus/Location
* Mode (Face-to-face, online-include percentage—see below for categories)
* Instructors (Primary, secondary)—please include SAP #’s
* Staff, TA’s—please include SAP #’s
* Designate Faculty/Staff Member for Bookstore Access
* Designate Graders/Approvers
* Maximum Number of Student Enrollments Allowed
* Mode of Instruction Designations
* **D1**-Distance--51-74% via distance
* **D2**-Distance--75-99% via distance
* **D3**-Distance--100% distance
* **P**-Face-to-face
* **W5**-Online--51-74% some face-to-face
* **W7**-Online--75-99% some face-to-face
* **WX**-Online--100% no face-to-face
* GUS and Blackboard Roles

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| --- | --- | --- |
| **GUS Role** | **BlackBoard Role** | **Description** |
| **Primary Instructor** | Instructor | Has the most permissions in the course. Can be evaluated by EAC |
| **Secondary Instructor** | Secondary Instructor | Same permissions as instructor. **Cannot** be evaluated by EAC. |
| **Teaching Assistant** | Teaching Assistant | Can grade content. Can communicate with Students. **Cannot** build course, add content, open assignments, etc. |
| **Staff** | Course Builder | Can only build the course content. Cannot see or alter Grades. |
| **Grader** | Grader | Can only grade. Cannot communicate with students |

* Grader/Approver Roles

|  |  |
| --- | --- |
| **Grader** | Can enter grades in GUS and Blackboard. **Cannot** approve grades for posting by OUR. |
| **Approver** | Can enter grades in GUS and Blackboard. Can also approve grades for posting by OUR. |