MEMORANDUM

DATE: September 23, 2021

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 2022 Classes in GUS**

Scheduling is in process for **Spring 2022** classes in GUS. OUR is providing Departmental Class Scheduler Training, and designated schedulers are adjusting their department's classes in GUS. Once scheduling is complete, OUR will confirm classes with program directors. The timeline for Spring 2022 class scheduling:

<u>Spring 2022 GUS Schedule of Classes Deadlines:</u>

1. Undergraduate classes are to be scheduled in GUS by **October 18.**

2. Class schedule *changes* and *late requests* will be accepted beginning **November 1**.

3. To make a change to a previously scheduled class or add a missing class, 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 **November 10** may not be processed in time for the early registration period. New requests or change requests received after December 10 may not be processed.

5. In compliance with Arkansas Act 175 of 2007, course adoptions for undergraduate classes are due by November 1, 2021 for the Spring 2022 semester. Akademos receives course schedule information from GUS, and all undergraduate classes must be scheduled with instructors assigned and book adoptions completed prior to that date. Undergraduate class schedule requests received after **October 18** 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
  - **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

GUS Role	BlackBoard Role	Description
Primary Instructor	Instructor	Has the most permissions in the course. Can grade content. Can communicate with Students. Can build course, add content, open assignments, etc.
Secondary Instructor	Secondary Instructor	Same permissions as instructor: Can grade content. Can communicate with Students. Can build course, add content, open assignments, etc.
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.