

Office of the Registrar-Scheduling Office

Freshman Learning Communities
FLC Linked Courses Scheduling Form

TERM: _____	Form Initiated by: _____	Title: _____
_____	_____	_____
Phone Number	Email address	Campus

Schedulers for FLC Freshman Seminar Section:

Schedulers for FLC Linked Class Section:

FLC Freshman Seminar Class Section:

CRN #	Subject Code	Course #	Sec #	Course Title (30 Characters only)																							
SECTION CAP	Credit Hrs	Days	Military Time	Building	Room																						
*Instructor (Last Name, First)			Banner ID	Course Fee Code	Amount \$																						
Section Comments: FLC – See Advisor.				Special Approval (check only one if applicable)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/></td><td>AA</td><td>Academic Advisor</td></tr> <tr><td><input type="checkbox"/></td><td>DN</td><td>College Dean</td></tr> <tr><td><input type="checkbox"/></td><td>DP</td><td>Department</td></tr> <tr><td><input type="checkbox"/></td><td>FA</td><td>Faculty Advisor</td></tr> <tr><td><input type="checkbox"/></td><td>HA</td><td>Honors Advisor</td></tr> <tr><td><input type="checkbox"/></td><td>IN</td><td>Instructor</td></tr> <tr><td><input type="checkbox"/></td><td>PD</td><td>Program Director</td></tr> </table>		<input type="checkbox"/>	AA	Academic Advisor	<input type="checkbox"/>	DN	College Dean	<input type="checkbox"/>	DP	Department	<input type="checkbox"/>	FA	Faculty Advisor	<input type="checkbox"/>	HA	Honors Advisor	<input type="checkbox"/>	IN	Instructor	<input type="checkbox"/>	PD	Program Director
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X																											
Department Scheduling Signature <i>(See Guidelines on reverse side)</i>			Date																								

FLC Linked Class Section:

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DEPARTMENT SCHEDULING COORDINATOR:

Please, return signed form to:

Joel Nossoff
Freshman Learning Communities
MSC 06 3690

For Scheduling Office Use Only

_____ Approved Crosslist _____ Code
 _____ CORQ _____ Delete _____
 _____ Entered by _____ Date _____

Office of the Registrar-Scheduling Office

Freshman Learning Communities
FLC Linked Courses Scheduling Form

GUIDELINES

LINKED COURSES- Definition: Two or more sections of different courses that one group of students take together, forming a "Learning Community". No other students may enroll in these sections. Linked courses will share a common Section Number. Typically used to form a "Freshman Learning Community" (FLC) See also: "Blocked Courses" which are different.

The Director of New Student Programs in University College coordinates the Freshman Learning Communities, and will be the Link Scheduling Coordinator for linked Freshman Learning Community courses.

- Freshman Learning Communities will be considered an independent academic area and participate in the Schedule build process as such. FLC will designate a primary Scheduling Contact. The demographic information for the FLC Scheduling contact given will be added to the Department Contact list. In turn, this will be provided to each of our Department Scheduling
- FLC Link Scheduling Coordinator will participate in both proofing sessions to ensure the accuracy of the course information.
- **With the completion of a Link Scheduling form, signed by Departmental Scheduling Coordinators, the anticipated course offering will then be considered independent of the department, and managed by the FLC Link Scheduling Coordinator. FLC Link Scheduling Coordinator will consult with Departmental Scheduling Coordinators as appropriate, and inform Departmental Scheduling Coordinators of any changes.**
- **Academic departments will not add, revise, or delete any FLC course that is Link Scheduled on their Department Course Listings (DCL) or Schedule of Classes Listing (SCL).**
- Each form will represent one set of linked courses.
- Linked courses will share the same 600 section number for easy identification.
- Each linked course will have a comment annotating the program they are affiliated with.
- Any linked courses that are cross listed with another course will require signatures from each of the offering departments on the Link Scheduling Form.