

Overview of Course Projections

Annual Deadline: Mid-October

The goal of course projections is to identify the number of sections (and seats) of courses that need to be offered in the upcoming academic year to ensure that students can make progress in their degrees. Once course projections are approved, this becomes a contract with the department. Support for additional seats or courses not on the projections is not guaranteed without further approval.

I. Identifying Courses

Departments are provided with a listing of their undergraduate and graduate courses. This list is updated as new courses are added to the catalog and old courses are retired. The addition of new courses is managed through the College's Course & Curriculum committee. When proposing new courses, departments must propose the size and frequency with which the courses would be offered, along with any corresponding seat reductions in their other courses.

II. Submitting Projections

To submit projections, departments enter the following information for each course in Filemaker.

- Total number of sections (e.g., distinct lecture times) to be offered.
- Total number of seats to be offered.

To assist in these projections, the Dean's office will provide the enrollment numbers for each course from the corresponding semesters in the previous academic year.

III. Enrollment Management

The number of seats that will be offered for majors and non-majors is ultimately dependent on the University's enrollment management plan and the instructional resources made available to the College. Departments are asked to meet target sizes for service courses and majors-level courses. The number of seats needed, together with these target sizes, determines the number of unique sections to be offered.

IV. Freshman Seats

The number of seats that departments need to provide in freshman service courses can be difficult to predict. For this reason, the Dean's office will provide each department with the anticipated size of the incoming freshman class and the likely number of seats needed in introductory courses. Adjustments to class sizes or sections will be made as needed during the summer registration process.