

To: UMTC Instructors for spring 2009

From: The Office of the Registrar, Academic Support Resources

Cc: Department Chairs and Departmental Scheduling Coordinators

This is a reminder that the online Course Guide is currently available for your spring 2009 course descriptions. You can view a Course Guide tutorial and log in at:

http://onestop.umn.edu/faculty/course_guide

Course Guide entries from courses you have taught in past terms have rolled forward automatically. This makes updating the Course Guide easier, but it means you may want to look over past descriptions, which are currently available online. Please review existing descriptions and correct out-of-date information.

Spring registration begins November 11. You are encouraged to make updates by October 14, when students typically begin meeting with their advisers to prepare for registration.

Undergraduate and graduate students rely on the online Course Guide to choose classes that best suit their learning styles and academic goals. You can include various items in the Course Guide: a course description, a course URL, workload and grading information, a syllabus, a photo and bio, and/or a short video clip and transcription. Your entries will be available online for current and potential students, advisers, parents, and the public, from the Course Guide quick link on <http://onestop.umn.edu>.

Thank you for your efforts to provide this essential information to students.

To view the online Course Guide, follow the Course Guide quick link at <http://onestop.umn.edu> or link from individual class listings in the online Class Schedule.

For Course Guide user support, please contact the Student Records Training team at srhelp@umn.edu or 612-625-2803.