



COLLEGE OF
INFORMATION
STUDIES

INFOSCI | BACHELOR OF SCIENCE IN
INFORMATION SCIENCE

Schedule Adjustment: Faculty Communication Guide



When waitlisted undergraduate students ask about joining your course during the Schedule Adjustment period...

What To Tell The Student	Faculty Actions Requested
<p>E-mail Template (Send these reminders to students via e-mail.)</p> <p>Please Remind The Student That:</p> <ul style="list-style-type: none"> • They are welcome to come to class, but should select a back-up course/create a back-up plan in the event they are unable to secure a seat in the class. Being on a waitlist for a course does not guarantee entry into a course. • They need to check-in for the waitlist on Testudo every morning at the same time during the Schedule Adjustment period. • They need to check their e-mail account at least once a day for communication regarding adding the course from the infosci@umd.edu e-mail account OR through the INFOSCIANNOUNCE Listserv. E-mails from infosci@umd.edu and the INFOSCIANNOUNCE Listserv are time-sensitive. Please tell them that they may not receive an e-mail at all if seats are not available. • They should attend class, follow along, and keep up with all assignments if they are interested in securing a seat in the course. If they are one of the first five students on the waitlist, they will have access to class through ELMS, but having ELMS access does not guarantee entry into a course. • Professors do not control the waitlist or the classroom occupancy regulations of their courses. • InfoSci Undergraduate Student Services does not control the waitlist, but does monitor it and attempts to accommodate as many students as possible given the various factors involved in course registration. 	<p>Before The Semester Begins:</p> <ul style="list-style-type: none"> • Communicate with InfoSci directly to establish if/how many additional students you are able and willing to accommodate given your classroom occupancy capacity. <ul style="list-style-type: none"> ○ Please e-mail rapdron@umd.edu. ○ Please note that any room changes need to go through the college scheduler. (Director of Academic Programs). <p>During The Schedule Adjustment Period:</p> <ul style="list-style-type: none"> • Communicate with InfoSci directly about making any additional adjustments to add more students and/or make exceptions for particular students. Please keep your classroom occupancy regulations in mind. <ul style="list-style-type: none"> ○ Please e-mail rapadron@umd.edu. ○ E-mail approval must come directly from Faculty members - students cannot communicate approval on a Faculty member's behalf. Please include the student's first and last name. ○ E-mail communication should explicitly state that the student "has approval".

When you would like to oversubscribe waitlisted undergraduate students into your class during the Schedule Adjustment period...

What To Tell The Student	Faculty Actions Requested
<p>E-mail Template (Send these reminders to students via e-mail.)</p> <p>Please Let The Student Know That:</p> <ul style="list-style-type: none"> ● You are working with InfoSci Undergraduate Student Services to see if additional students can be accommodated and that a seat in the course is not guaranteed. ● They should continue to check-in for the waitlist on Testudo every morning at the same time during the Schedule Adjustment period. ● They should continue to check their e-mail account at least once a day for communication regarding adding the course from the infosci@umd.edu e-mail account. 	<p>During The Schedule Adjustment Period:</p> <ul style="list-style-type: none"> ● Communicate with InfoSci directly stating that you wish to give permission for a particular student to be oversubscribed into your course. (Please keep your classroom occupancy regulations in mind.) <ul style="list-style-type: none"> ○ Please e-mail rapadron@umd.edu. ○ E-mail approval must come directly from Faculty members - students cannot communicate approval on a Faculty member's behalf. Please include the student's first and last name. ○ E-mail communication should explicitly state that the student "has approval".

** Please note that the Schedule Adjustment period is the first 10 business days of classes during the Fall and Spring semesters. A similar period of time is designated for Summer and Winter Terms. Students can add, drop, or change course sections during the Schedule Adjustment period. Students should be accommodated, no matter when in the Schedule Adjustment period the student initiates the change. **



When Non-InfoSci students ask about joining your course prior to *and* during the Schedule Adjustment period...

What To Tell The Student	Faculty Actions Requested
<p>Please Let The Student Know That:</p> <ul style="list-style-type: none"> • Non-InfoSci majors will be unable to register for INST courses until the first day of Schedule Adjustment, and may only enroll in INST courses with permission from you, the instructor of the course. This process does NOT guarantee permission to enroll. Permission may be granted pending the availability of seats in the course. • You, the Faculty member, will e-mail the Undergraduate Student Services office directly at infosci@umd.edu if they are granted permission. • During the Schedule Adjustment period, they should continue to check their e-mail account at least once a day for communication regarding adding the course from the infosci@umd.edu e-mail account. 	<p>Before The Semester Begins:</p> <ul style="list-style-type: none"> • Communicate with InfoSci directly to establish if/how many additional students you are able and willing to accommodate given your classroom occupancy capacity. <ul style="list-style-type: none"> ○ Please e-mail rapdron@umd.edu. ○ Please note that any room changes need to go through the college scheduler. (Director of Academic Programs). <p>During The Schedule Adjustment Period:</p> <ul style="list-style-type: none"> • Communicate with InfoSci directly about adding Non-InfoSci students and/or making exceptions for particular students. Please keep your classroom occupancy regulations in mind. <ul style="list-style-type: none"> ○ Please e-mail infosci@umd.edu. ○ E-mail approval must come directly from Faculty members - students cannot communicate approval on a Faculty member's behalf. Please include the student's first and last name. ○ E-mail communication should explicitly state that the student "has approval".



When a student contacts you after the Schedule Adjustment period for a Late Add request...

What To Tell The Student	Faculty Actions Requested
<p data-bbox="111 410 531 435">Please Let The Student Know That:</p> <ul data-bbox="159 483 1203 797" style="list-style-type: none"><li data-bbox="159 483 1203 548">• The Schedule Adjustment period has ended and that making any changes to their schedule would require a Policy Exception.<li data-bbox="159 589 1203 691">• They are required to fill out a Policy Exception request through the InfoSci Undergraduate Student Services website Forms page. Approval of this request is not guaranteed, as various factors are involved in course registration.<li data-bbox="159 732 1203 797">• They should check their e-mail account at least once a day for communication regarding a final decision from the infosci@umd.edu e-mail account.	<p data-bbox="1234 410 1696 435">After The Schedule Adjustment Period:</p> <ul data-bbox="1283 475 1990 1190" style="list-style-type: none"><li data-bbox="1283 475 1990 951">• Communicate with InfoSci directly stating that you wish to give permission for a particular student to be added to your course. Please keep your classroom occupancy regulations in mind.<ul data-bbox="1381 634 1990 951" style="list-style-type: none"><li data-bbox="1381 634 1990 667">○ Please e-mail rapadron@umd.edu.<li data-bbox="1381 699 1990 854">○ E-mail approval must come directly from Faculty members - students cannot communicate approval on a Faculty member's behalf. Please include the student's first and last name.<li data-bbox="1381 886 1990 951">○ E-mail communication should explicitly state that the student "has approval".<li data-bbox="1283 984 1990 1190">• Late Add requests may also impact other aspects of the student's schedule, requiring additional exceptions such as Time Conflict. Faculty should not tell students they are allowed to add the class after Schedule Adjustment in case scheduling conflicts, etc. result in the student's exception request being denied.



E-mail Template: When waitlisted undergraduate students ask about joining your course during the Schedule Adjustment period...

Dear Students,

If you are currently on the waitlist for **INST XXX** and are hoping to secure a seat in the course, please keep the following in mind:

- You are welcome to come to class, but you should select a back-up course/create a back-up plan in the event you are unable to secure a seat in this class. Being on a waitlist for a course does not guarantee entry into a course.
- Please check-in for the waitlist on Testudo **every morning at the same time** during the Schedule Adjustment period.
- Please check your e-mail account at least once a day for communication regarding adding the course from the infosci@umd.edu e-mail account OR through the INFOSCIANNOUNCE Listserv. E-mails from infosci@umd.edu and the INFOSCIANNOUNCE Listserv are time-sensitive. You may not receive an e-mail at all if seats are not available.
- Please attend class, follow along, and keep up with all assignments if you are interested in securing a seat in this course. If you are one of the first five students on the waitlist, you will have access to class through ELMS, but having ELMS access does not guarantee entry into this course.
- Professors do not control the waitlist or the classroom occupancy regulations of their courses.
- InfoSci Undergraduate Student Services does not control the waitlist, but does monitor it and attempts to accommodate as many students as possible given the various factors involved in course registration.

Please let me know if you have any questions or concerns.

Regards,

XXXXX



E-mail Template: When you would like to oversubscribe waitlisted undergraduate students into your class during the Schedule Adjustment period...

Dear Students,

I am currently working with InfoSci Undergraduate Student Services to see if additional students can be accommodated in **INST XXX**. Although a seat in this course is not guaranteed, please keep the following in mind:

- Please continue to check-in for the waitlist on Testudo **every morning at the same time** during the Schedule Adjustment period.
- Please continue to check your e-mail account at least once a day for communication regarding adding the course from the infosci@umd.edu e-mail account.

Please let me know if you have any questions or concerns.

Regards,

XXXXX



Resources

LINK - Click Here: www.tutoring.umd.edu

Tutoring @ UMD has evolved!



www.tutoring.umd.edu is now a guide to tutoring **AND** academic success resources!

Academic Success Resources

- Tips for Overall Academic Success
- Procrastination
- Time Management
- Note-Taking Skills
- Test Taking Skills
- Study Skills
- Study Spaces & Tools
- Stress & Other Concerns

Tutoring Resources

- Math
- Chemistry
- Physics
- Writing
- Major Specific & General Education

...and much more! Visit the updated website today!