UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
DEPARTMENT OF CLASSICS
COURSE SCHEDULING FORM

TO: Department Faculty

FROM: Department Registrar

DATE:

SUBJECT: **COURSE SCHEDULING FOR FALL/SPRING 20**

Please indicate WHEN YOU PREFER NOT TO TEACH. We will try to accommodate your preferences, but cannot guarantee that we can. Courses are regularly scheduled 8 a.m. to 6:35 p.m. Monday through Friday. Our graduate students teach at 8, 11 a.m., or 2 p.m. Tuesdays and Thursdays and 8, 11:15 a.m., or 3:35 p.m. Monday, Wednesday, and Friday. Graduate-level courses will not be taught at these times.

RETURN TO THE DEPARTMENT REGISTRAR NO LATER THAN _____.

COURSE 1:

1. Are there days you prefer NOT to teach? ☐ M ☐ T ☐ W ☐ TH ☐ F
2. What times do you prefer NOT to teach (note if this applies to specific days)?
3. What multimedia will you need? ☐ Podium computer ☐ Laptop Connections ☐ Projector ☐ Document Camera ☐ Darkening Shades ☐ Transparency Projector ☐ DVD Player
4. What type of seating is needed? ☐ Seminar-style/Movable Desks ☐ Fixed Seating ☐ Tables and Chairs
5. Do you want a Connect Carolina waitlist for your course? ☐ Y ☐ N
6. Is your course cross-listed? ☐ Y ☐ N With which department(s)? _____
7. If requiring TAs, must TAs be present for lectures? ☐ Y ☐ N

COURSE 2:

8. Are there days you prefer NOT to teach? ☐ M ☐ T ☐ W ☐ TH ☐ F
9. What times do you prefer NOT to teach (note if this applies to specific days)?
10. What multimedia will you need? ☐ Podium computer ☐ Laptop Connections ☐ Projector ☐ Document Camera ☐ Darkening Shades ☐ Transparency Projector ☐ DVD Player
11. What type of seating is needed? ☐ Seminar-style/Movable Desks ☐ Fixed Seating ☐ Tables and Chairs
12. Do you want a Connect Carolina waitlist for your course? ☐ Y ☐ N
13. Is your course cross-listed? ☐ Y ☐ N With which department(s)? _____
14. If requiring TAs, must TAs be present for lectures? ☐ Y ☐ N

Please indicate other STRONG preferences (for example, recitation scheduling, three-hour block seminars, avoiding certain scenarios: teaching back-to-back, teaching five days a week, teaching at 8 a.m.):