

15 October 2008

**Report by the Undergraduate Course of Study Committee
Re: Online Course Information**

On 26 April 2006 the Hunter College Senate requested that the Undergraduate Course of Study Committee discuss the issue of providing students with timely access to course information before registration, and to present recommendations to the Senate.

On-line registration often forces students to make important decisions concerning their academic programs in a very narrow time frame, especially when they find themselves closed out of classes. This can lead to students choosing classes that do not fit with their academic goals and may have a negative effect on student success.

We have been informed by Acting Associate Provost for IT, Dr. Manfred Kuechler, that it will now be possible to post on-line course information to students through a special column in the "On-line Schedule of Classes" each semester.

Therefore, The Undergraduate Course of Study Committee is requesting Senate approval for the following "Course Information Guide for the On-line Schedule of Classes" to be distributed to faculty and departments, together with a guide for uploading the information to encourage them to submit the requested information before the start of registration:

Course Information Guide for the On-line Schedule of Classes

It is recommended that the following information be made available to students in the On-line Schedule of Classes:

- a. bibliographical information on textbooks or other books or articles to be read, if known.
- b. writing requirements for the course,
- c. sample syllabus (not binding in any way),
- d. other information that would help a student make an informed decision before registering for the course.

Rationale:

Hunter College should take all possible steps to enable students to make informed choices at the time of registration, based on information that is more extensive than what can be found in the College catalogue and is easily and quickly accessible.

The posting of information is no more or less than a good-faith effort on the part of the departments/programs and instructors of Hunter College to dispense accurate information so that students can make informed registration decisions. It is understood that in many fields the same class title may legitimately be filled with differing content from one semester to the next, but a student should be able to understand how much work is involved in a class and possibly be able to prepare for classes before they begin.