

## HOW TO SUBMIT COURSE SCHEDULES FOR YOUR DEPARTMENT:

The Registrar's office sends out an email when it's time to begin thinking about class schedules for the next semester.

Timeline and scheduling materials, are available here [CLA Resource Page](#) (you will log in using Okta where you will be asked for your Rollins log-in credentials when you sign in). Then alphabetical site list. Then select. The [course scheduling materials are available on this site](#).

Departments typically decide what courses to offer each term. To assist them, you should:

- print out a copy of the schedule of their classes for the prior year and the prior appropriate term. You can do this by going to [R-Net for Faculty & Staff, Registrar, Course Schedules, Prior Course Schedules](#), and View Schedules.
- You can then copy and paste the classes pertaining to your faculty onto a Word or Excel document.
- Be sure to check for RCC or GenEd courses for your faculty as well.

Don't forget Holt classes too:

Go to R-Net for Faculty & Staff, click on [Evening School](#) on the bar at bottom of the page, click on Class Schedules, then Prior Schedules, click on the term you want, select Schedule of Classes, and do the copy and paste of appropriate classes.

Effective immediately, all rFLA schedule edits and additions can be sent directly to the Registrar's Office. This new policy is a departure from the past procedure where all rFLA edits needed to be submitted directly to the Associate Dean of Academics for review. The Dean's Office will work with the Registrar's Office to review rFLA submissions to ensure we have the necessary balance of divisions and course levels. If an rFLA course is being taught for the first time, please submit the rFLA course proposal before sending the course to the Registrar's Office.

Please submit your new RFLA Course information for approval using [this link](#)

All proposed RCC and Honors courses should still be submitted to the Dean's Office and not included with your other schedule materials.

When your faculty give you the schedule, The course scheduling materials online (see paragraph 2 above) or the ones emailed to you by the dean's office will have full instructions on how to use it.

Tips: Be sure you select the proper term each time!