




[DCD #8 2017-18]

**MEMORANDUM**

**To:** Chairs and Academic Directors

**From:** Professor Mark Schmuckler, Vice-Dean Undergraduate 

**Date:** 1 February 2018

**Re:** Summer Course Offerings

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The Registrar's Office has now received the first set of course timetable requests for the coming summer term. The Dean strongly encourages all departments to consider increasing the number of courses offered in the summer. Providing more course offerings will enable students, particularly those in co-op programs, to complete program requirements and graduate more quickly. This in turn will serve to improve the student experience and crucial campus performance metrics.

Please consider offering courses that will attract strong student interest and generate enrolments of 30 or more. Should your academic unit require additional resources to offer these courses, please consult with Lesley Lewis, Assistant Dean Academic.

The Registrar's Office is available to provide enrolment data and to help with scheduling.