




[DCD #4 2018-19]

MEMORANDUM

To: Chairs and Academic Directors

From: Professor Mark Schmuckler, Vice-Dean Undergraduate 

Date: 29 January 2019

Re: Summer Course Offerings

The Registrar's Office has now received the first set of course timetable requests for the coming summer term. We are presently down from the number of course offerings last summer. The Dean strongly encourages all departments to consider increasing the number of courses offered. Providing more course offerings in the summer term 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 also available to provide enrolment data, and to help with scheduling.