

**PROCEDURE FOR ADDING COURSES
TO THE SCHEDULE OF CLASSES (SOC)**
Department of Oceanography

| Undergraduate Courses | Graduate Courses |
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| <p>If an instructor wishes to add a new course (or one not routinely offered) to the Schedule of Classes, they must inform the Undergraduate Chair at the <u>start</u> of the preceding semester.</p> | <p>If an instructor wishes to add a new course (or one not routinely offered) to the Schedule of Classes, they must inform the Department Chair at the <u>start</u> of the preceding semester.</p> |
| <p>If the instructor is a <u>non-Departmental Faculty</u>, they must discuss the course addition with the Undergraduate Chair. In addition, any salary compensation must be agreed upon with the Department Chair before requesting the course to be listed in the Schedule of Classes.</p> | <p>If the instructor is a <u>non-Departmental Faculty</u>, they must discuss the course addition with the Department Chair. In addition, any salary compensation must be agreed upon with the Department Chair before requesting the course to be listed in the Schedule of Classes.</p> |
| <p>Once approval is given by the Undergraduate Chair for the course addition, a SOC-1 form is submitted to the Department Chair for signing, along with a memo that confirms the Undergraduate Chair's approval and states any agreed upon salary compensation.</p> | <p>Once approval is given by the Department Chair of the course addition, a SOC-1 form is submitted to the Department Chair for signing.</p> |