

Academic Scheduling Basics

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See www.wm.edu/registrar/scheduling for Scheduling Resources

THREE TERMS / YEAR – Fall (201910), Spring (201920), Summer (201830); there are Parts-of-Term within the terms (example, S1, S2, S3, NS during Summer)

EXCEL SPREADSHEETS FROM BANNER (DISCOVERER) – critical for planning – don't just depend on Banner self-service or <http://courselist.wm.edu> because these only show “visible” sections – the Discoverer query will show all active sections, including those that are “hidden” (print/not print). All dept/pgm admins should have Discoverer – if not, please go to www.wm.edu/IT and “Request IT.”

EPC APPROVED TIME SLOTS for UG courses (and grad courses using public classrooms)—see [Course Distribution Standards](#) on the Academic Scheduling website.

ROOM ASSIGNMENTS – first wave of public classroom assignments follows the Banner/Spreadsheet deadline (mid-January for fall; September for spring). Only classes with days and times, which meet EPC's scheduling guidelines will be included in the first wave of assignments. First wave usually uses up all available public classrooms during “peak” hours (9:30-2:00 Mon-Fri and 2-5 MTWR), so please enter scheduling information as early as possible. See [Schedule Build Reminders](#), pages 6-7 for details.

NOTE Although rooms can be adjusted via the Survey before registration begins, **once students are in classes, there can be no room changes.** Please be sure faculty check their rooms well in advance! Images of the public classrooms are available in WM box. *Certain room changes *may* be allowed (e.g. room move within the same campus) with special approval. Department Schedulers should contact the Academic Scheduling Coordinator for further information.

CROSS LISTINGS present special challenges unless the HOME and SIBLING departments/programs work very closely in tandem before the initial scheduling deadline. We will confirm Cross Listings prior to room assignment, so it is critical that all CRNs are accurately built according to the request of the HOME department. See the [Cross Listing Guide](#) for more details.

1. ONLY the HOME department may request the creation of a cross list.
2. ONLY the HOME department may request changes to an existing cross list--includes the home course and sibling course(s) that make up that cross list.
3. The Home department (Banner & Spreadsheet Schedulers) should create/add CRNs for their own HOME course(s), then use the [Cross List Worksheet](#) to communicate cross list information and enrollment for the sibling courses.
4. The home department course sets the days, times, instructor, attributes, fees, prerequisites, course description, etc. for all sibling courses in a cross list.
5. Sibling departments may only request that they be removed from a cross list.