

Final Qlik Report Details for Banner Schedulers

<p><i>The <u>Final Qlik Report</u></i></p>	<ul style="list-style-type: none"> ▪ A full course list for the applicable term of your department's courses (Fall or Spring Round 2). ▪ Use Schedule Quick View sheet in Qlik's Student Stream (under "Course Schedule" App). ▪ Must be uploaded to your dept's specific <u>subject folder</u> in WMBBox by the Schedule Build deadline to record your room requests. ▪ Due same time as your <u>Cross List Worksheet</u> and your <u>Banner Quality Control Checklist</u>.
<p>ADD additional columns as applicable</p>	<ol style="list-style-type: none"> 1. Room Requests 2. Course Notes / <u>Approved</u> Course Distribution Exceptions 3. Prerequisite Changes 4. Fee Changes
<p>1. <u>Room Requests</u> column</p>	<ul style="list-style-type: none"> • List Room Characteristics. BE BRIEF! • List any specific technology needs (ex/ video recording). • Refer to page 4 of <u>A&S Schedule Build Reminders</u> for the correct format for room requests.
<p>2. <u>Course Notes/Approved Exceptions</u> column</p>	<ul style="list-style-type: none"> • Request additional course information that you were not able to update in Banner. • <u>Examples</u> Online 'N' delivery mode; non-standard start and end meet dates; Pass/Fail grade mode instead of Standard. • Note any <u>APPROVED</u> Course Distribution exceptions from Ben Boone.
<p>3. <u>Prerequisite Changes</u> column</p>	<ul style="list-style-type: none"> • List any changes to prerequisites. <u>Examples</u> "Remove all preqs"; "Add ANTH 202 or ANTH 201"
<p>4. <u>Fee Changes</u> column</p>	<ul style="list-style-type: none"> • List any changes to fees. <u>Must include the fee code.</u> • ONLY request fee increases or fee additions that have been approved through the Bursar's Office. <u>Examples</u> "Add \$300 fee, TART fee code"; "Remove fee"; "Increase fee to \$25"
<p><i>Cross Lists</i></p>	<ul style="list-style-type: none"> • Use ONLY the <u>Cross List Worksheet</u> to record <u>Cross List requests</u> (including enrollments for each section in the XL). • Only the HOME dept may request Cross Lists. • UG – Grad level cross lists must be included on the Worksheet. For Level XLs - Grad sections are treated as "sibling" sections & only exist on the Cross List Worksheet. Grad "sibling" sections should be inactive in Banner. • A "How To" guide for completing the <u>Cross List Worksheet</u> may be found on the Academic Scheduling website under the "Cross Listing" header.