

## Final Qlik Report Details for Banner Schedulers

<p><i>The <u>Final Qlik Report</u></i></p>	<ul style="list-style-type: none"> <li>▪ A full course list for the applicable term (Fall or Spring Round 2) of your department/program's courses.</li> <li>▪ Uses <u>Basic Schedule</u> sheet in Qlik's Student Stream (under "Course Schedule" App).</li> <li>▪ Must be uploaded to your dept/prgm's specific subject folder in WMBox by the Schedule Build deadline to secure room requests.</li> <li>▪ Due same time as your <u>Cross List Worksheet</u>.</li> </ul>
<p><i>Add additional columns as applicable</i></p>	<ol style="list-style-type: none"> <li>1. Room Requests</li> <li>2. Prerequisite/Corequisite Changes</li> <li>3. Fee Changes</li> <li>4. Course Notes / Approved Exceptions</li> </ol>
<p>1. <u>Room Requests</u> column</p>	<ul style="list-style-type: none"> <li>• List Room <b>Characteristics</b> Requests for applicable CRNs.</li> <li>• Refer to <u>Schedule Build Reminders</u> pdf for correct set up.</li> </ul>
<p>2. <u>Prerequisite/Corequisite Changes</u> column</p>	<ul style="list-style-type: none"> <li>• List any changes to prerequisites/corequisites. <u>Examples</u> "Remove all preqs"; "Add ANTH 202 or ANTH 201"</li> </ul>
<p>3. <u>Fee Changes</u> column</p>	<ul style="list-style-type: none"> <li>• List any changes to fees.</li> <li>• 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"</li> <li>• More info about fees can be found on the Academic Scheduling website.</li> </ul>
<p>4. <u>Course Notes/Approved Exceptions</u> column</p>	<ul style="list-style-type: none"> <li>• Add any course notes that are not indicated in another column.</li> <li>• Note any exceptions <u>already approved</u> by Dean Zeman.</li> <li>• Add any comments that you think the Academic Scheduling Coordinator needs in order to properly update your course.</li> </ul>
<p><i>Cross Lists</i></p>	<ul style="list-style-type: none"> <li>• Use <b>ONLY</b> the <u>Cross List Worksheet</u> to record cross list requests (including enrollments for each section in the XL).</li> <li>• Instructions on how to complete the Worksheet can be found on the website.</li> </ul>
<p><i>Questions?</i></p>	<ul style="list-style-type: none"> <li>• Contact Academic Scheduling Coordinator <a href="mailto:zimmer@wm.edu">zimmer@wm.edu</a></li> <li>• Review resources on Academic Scheduling website <a href="http://www.wm.edu/registrar/scheduling">www.wm.edu/registrar/scheduling</a></li> <li>• Consult your <u>Academic Scheduling Resource</u> binder</li> </ul>