# Final Qlik Report Details for Banner Schedulers

**The Final Qlik Report**
- A full course list for the applicable term (Fall or Spring Round 2) of your department/program’s courses.
- Uses Basic Schedule sheet in Qlik’s Student Stream (under “Course Schedule” App).
- Must be uploaded to your dept/prgm’s specific subject folder in WMBox by the Schedule Build deadline to secure room requests.
- Due same time as your Cross List Worksheet.

**Add additional columns as applicable**
- 1. Room Requests
- 2. Prerequisite/Corequisite Changes
- 3. Fee Changes
- 4. Course Notes / Approved Exceptions

1. **Room Requests column**
   - List Room Characteristics Requests for applicable CRNs.
   - Refer to Schedule Build Reminders pdf for correct set up.

2. **Prerequisite/Corequisite Changes column**
   - List any changes to prerequisites/corequisites.
   - Examples “Remove all preqs”; “Add ANTH 202 or ANTH 201”

3. **Fee Changes column**
   - List any changes to fees.
   - ONLY request fee increases or fee additions that have been approved through the Bursar’s Office.
   - Examples “Add $300 fee, TART fee code”; “Remove fee”; “Increase fee to $25”
   - More info about fees can be found on the Academic Scheduling website.

4. **Course Notes/Approved Exceptions column**
   - Add any course notes that are not indicated in another column.
   - Note any exceptions already approved by Dean Zeman.
   - Add any comments that you think the Academic Scheduling Coordinator needs in order to properly update your course.

**Cross Lists**
- Use ONLY the Cross List Worksheet to record cross list requests (including enrollments for each section in the XL).
- Instructions on how to complete the Worksheet can be found on the website.

**Questions?**
- Contact Academic Scheduling Coordinator zimmer@wm.edu
- Review resources on Academic Scheduling website www.wm.edu/registrar/scheduling
- Consult your Academic Scheduling Resource binder