

ACTION	Start Date	End Date	Term	Campus	POT	Gr Mode	Cred Hrs
No Change	01-17-2018	04-27-2018	201820	WM	1		3
Change	01-17-2018	04-27-2018	201820	WM	1		Var
Change	01-17-2018	04-27-2018	201820	WM	1		3
Change	01-17-2018	04-27-2018	201820	WM	1		2
No Change	01-17-2018	04-27-2018	201820	WM	1		3
No Change	01-17-2018	04-27-2018	201820	WM	1		3
No Change	01-17-2018	04-27-2018	201820	WM	1		3
No Change	01-17-2018	04-27-2018	201820	WM	1		3
Change	01-17-2018	04-27-2018	201820	WM	1		3
No Change	01-17-2018	04-27-2018	201820	WM	1		3
Change	01-17-2018	04-27-2018	201820	WM	1		3
Change	01-17-2018	04-27-2018	201820	WM	1		3
No Change	01-17-2018	04-27-2018	201820	WM	1		3
No Change	01-17-2018	04-27-2018	201820	WM	1		3
Change	01-17-2018	04-27-2018	201820	WM	1		3
No Change	01-17-2018	04-27-2018	201820	WM	1		3
No Change	01-17-2018	04-27-2018	201820	WM	1		3
Change	01-17-2018	04-27-2018	201820	WM	1		3
No Change	01-17-2018	04-27-2018	201820	WM	1		3
No Change	01-17-2018	04-27-2018	201820	WM	1		3
Change	01-17-2018	04-27-2018	201820	WM	1		3
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No Change	01-17-2018	04-27-2018	201820	WM	1		3
No Change	01-17-2018	04-27-2018	201820	WM	1		3
No Change	01-17-2018	04-27-2018	201820	WM	1		3
No Change	01-17-2018	04-27-2018	201820	WM	1		3
No Change	01-17-2018	04-27-2018	201820	WM	1		3
Change	01-17-2018	04-27-2018	201820	WM	1		3

In the ACTION column indicate ADD, CHANGE, OR DELETE. "No Change" is the default Action.

Start and End Meet Dates should only be changed for approved Short Term courses.

Variable Credit Courses (ex/1-3 credits & students can choose any credit option 1-3) should be indicated as "Var" for Variable. "Hard Coded" variable credit courses (ex/ students only have 2 credits as option) should have the specific credit hours number

When ADDING A NEW COURSE to the Spreadsheet; insert a row and highlight the entire row in GREEN. The course will NOT have a CRN until after your Spreadsheet is submitted and the Academic Scheduling Office has added the course in Banner.

Grade Mode should be verified.

When DELETING (CANCELLING) A COURSE from the schedule, highlight the entire row in BLUE.

Part of Term (POT) only needs to be changed during the Summer Term (S1, S2, S3, NS). If use Non-standard (NS) POT-- remember to change Start Date & End Date

"WM" Campus is default. Exceptions- Off Campus Courses, Online Courses.

CRN	Subj	Course #	Course ID	Title	Home Dept	XL Grp Code
25208	AFST	205	AFST 205 01	Intro to Africana Studies		
25209	AFST	205	AFST 205 02	Intro to Africana Studies		
25639	AFST	236	AFST 236 01	AfrAmer Hist since Emncptn		O2
25210	AFST	251	AFST 251 01	Caribbean Lang & Identity	AFST	PA
25728	AFST	282	AFST 282 01	Medieval Africa		
23732	AFST	306	AFST 306 01	Black Specula		
25213	AFST	306	AFST 306 02	Afric House Li		
25787	AFST	306	AFST 306 03	The Black Am		
26064	AFST	306	AFST 306 05	Ancient Egypt		
26065	AFST	306	AFST 306 06	Spike Lee		
26066	AFST	320	AFST 320 01	African Relgns		
26137				The		
25584				n A		
25762				f Ra		
23735				udies Methodologies		
26067				The African Diaspora	AFST	G2
26232				s & Prejudice		02
26342				frican Diaspora		
25743				m Women Writers		GG
25217				merican Society		7M
23359				nt Study		
25509	AMES	290	AMES 290 03	Intro Asian/PI AmericanStudies		
25732	AMES	290	AMES 290 04	Politics Developing Countries		
26142	AMES	290	AMES 290 05	Politics Developing Countries		
26194	AMES	290	AMES 290 06	Pan-Asianism		
NEW	AMST	100	AMST 100 XX	Race in America		
26110	AMST	202	AMST 202 01	Intro to American Studies		
26111	AMST	202D	AMST 202D 01	Intro Amer Studies Disc		
26112	AMST	202D	AMST 202D 02	Intro Amer Studies Disc		
26113	AMST	202D	AMST 202D 03	Intro Amer Studies Disc		
26114	AMST	202D	AMST 202D 04	Intro Amer Studies Disc		
24536	AMST	204	AMST 204 01	The American Way of War		
24537	AMST	204D	AMST 204D 01	The American Way of War-Disc		
24538	AMST	204D	AMST 204D 02	The American Way of War-Disc		
24539	AMST	204D	AMST 204D 03	The American Way of War-Disc		
24540	AMST	204D	AMST 204D 04	The American Way of War-Disc		
21215	AMST	240	AMST 240 01	History of Modern Dance		YH
26283	AMST	271	AMST 271 01	Popular Music in the US		UH
25508	AMST	350	AMST 350 01	ARTH in Anthropocene		CJ
22869	AMST	350	AMST 350 05	Asian American Exp 1965-presen	AMST	JB
23147	AMST	350	AMST 350 07	Game Studies	AMST	CP
25767	AMST	350	AMST 350 11	Social Determ		

**When MAKING INDIVIDUAL CHANGES to an existing CRN- use RED font.**

**ONLY change the font for the item(s) that you are changing i.e. Title, Enrollment, Instructor, etc. Do NOT highlight the entire line in Red. (May also use GREEN font to indicate an individual Addition).**

**DO NOT CHANGE THE CRN!**

The CRN is determined by the = **Specific Term + Subject + Course # + Section #.**

If you change ANY of these items; you change the CRN.

Example/ CRN 26142 = 201820 Term + AMES + 290 + 05

Course Titles can only be 30 characters long including spaces. Course Titles can only be changed on Topic Courses, C100s & C150s.

XL Courses	Max Enr	Days	Time	Current Room
()	30	MW	1400 - 1520	
()	30	TR	0930 - 1050	
AFST236 01,HIST236 01()	5			
AFST251 01,LAS290 03()	13			
AFST282 01,HIST282 01()	5			
AFST306 01,ENGL215 02()	5			
()	24			
()	24	TR	1400 - 1520	
AFST306 05,HIST491C 02()	5		-	
AFST306 06,ENGL419 02,FMST401 04()	27		-	
()	15	TR	1400 - 1520	
AFST337 01,THEA337 01()	8	TR	1100 - 1220	
()	30	MW	1530 - 1650	
AFST371 01,AMST350 11,ANTH371 01()	8	TR	1100 - 1220	
()	16	MW	1400 - 1520	
A				
A				
<b>Scroll all the way to the Right in your Spreadsheet for additional columns!</b>				
AFST414 01,ENGL414 01,GSWS414 01()	5	MWTR	1200 - 1250	
AFST425 01,SOCL425 01()	5	TR	1230 - 1350	
()	1		-	
AMES290 03,APIA205 01()	30		-	
AMES290 04,GOVT312 01,LAS390 05()	10	TR	0930 - 1050	
AMES290 05,GOVT312 02,LAS390 02()	35	TR	1100 - 1220	
AMES290 06,JAPN208 01()	10	TR	1400 - 1520	
()	25	MW	1400 - 1520	
()			1230 - 1350	
			1000 - 1050	APTS 9
			1100 - 1150	APTS 5
			1100 - 1150	APTS 9
			1200 - 1250	APTS 5
			1300 - 1350	APTS 9
			1400 - 1520	
AM			1400 - 1520	EWELL 151
AM			1530 - 1650	
AMST350 05,APIA365 01,ENGL417 01()	25	TR	1400 - 1520	
AMST350 07,FMST310 03()	25	MW	1530 - 1650	
AFST371 01,AMST350 11,ANTH371 01()	4			

**Enrollment** - Indicate how many students/seats for the course. The Enrollment Number determines the size of the classroom for the course.

**Scroll all the way to the Right in your Spreadsheet for additional columns!**

**ONLY the HOME dept may make changes to a Cross List.**

Check out the *Cross Listing Guide* on the Academic Scheduling website for directions on adding / updating Cross List sections and enrollments.

If you are the Home Dept of the Cross List and you need to make changes to the course details (days, times, instructor, attribute, etc.)-- do so on the Spreadsheet for YOUR SUBJECT ONLY.

Approved Course Time Slots can be found on the Academic Scheduling website.



Instr First	Instr ID	Sec Instr Last	Sec Instr First	Sec Instr ID	Permissions	Course Attributes
Suzette	930963510					C200, CSI, GE4C, GE5
Iyabo	930561716					C200, CSI, GE4C, GE5
Melvin	930064219					CSI, GE4A
Iyabo	930561716					C200, CSI, GE4B, LATE
Gerard	930883579					CSI
Hermine	930063839					
Iyabo	930561716					
Artisia	930116583					
Catherine	930552047	Pope	Jeremy	930735978		
Randolph	930063479	Knight	Arthur	930063850		CR, SA
Joshua	930063912	Sanford	Mei Mei	930280579		
Artisia	930116583					
Suzette	930963510					
Michael	930063501					
Chinua	930847623					
Michael	930063501			930624349		
Cheryl	930624349					
Suzette						CR, LS
Monika						CSI
Artisia					IN	IN
Rodney						
Rani	930391374					
Rani	930391374					GBSA
Tomoyuki	930921611					GBSA
Hannah	930847626					C100
Arthur	930063850					GE5
						AMSD
						AMSD
						AMSD
						AMSD
Chandos	930064247					
						AMSD
						AMSD
						AMSD
						AMSD
Leah	930324177					GE5
Lauron	930984088					ALV
Alan	930858277					
Mary Lynn	930063940				IN	
Elizabeth	930908757					
Michael	930063501					

When DELETING INDIVIDUAL CHANGES to an existing CRN- use BLUE font.

**ONLY add Course Attributes that have received EPC/COGS approval!**  
Examples of Attributes/ C200, ALV, GER4B, C100, etc.

Instructor 93 #s required for all instructor changes/additions.

Permissions = Indicates Instructor Permission on course.

ClassRestr	FldofStdyRestr	PreReqRestr	GradProgRestr	Fee Code	Fee Amount	COURSE DESCR	NOTES
I-2021							
E-2021							
E-2020,E-2021							
			BA - AMST	TART	\$500		
I-2021						Race and America is..	
E-2021			(AMST 201 OR AMST 202)				

Will this course be restricted to certain Social Classes?  
 I = Includes only that social class.  
 E = Excludes only that social class.

Add any Course Notes that are not indicated in another column. Add Notes you think the Academic Scheduling Office needs in order to properly add or update your course.

Add the Fee Code and Fee Amount to course if Fee has previously been on the course or recently approved by the Bursar's Office.

Will this course have Program Restrictions? Program Restrictions can ONLY be on Grad Level Courses.

Will this course be restricted to certain Majors, Minors, Fields of Study? Remember that Major Restrictions are no longer effective after Priority Registration

Add Course Descriptions to Topic courses, C100 and C150 courses.

Do the Prerequisite/Corequisite on the course need to be changed? Prereqs/Coreqs are set at Catalog level and can ONLY be changed for Topic