## Schedule Build Reminders

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## CATALOG LEVEL VS SCHEDULE LEVEL APPROVAL

| **EPC Approval** | • ONLY add courses in Banner at Schedule level that have been approved by EPC/COGS at Catalog level!  
• Catalog Level Example = ENGL 110  
• Schedule Level Example = ENGL 110-01, 202010 term |
| **COLLege 100 & COLLege 150 Exception** | • May add C100 and C150 courses with “To Be Determined” title without proper approval or with pending approval during the Schedule Build Process. This will ensure a room assignment.  
• If course title not approved by the term going “live” i.e. visible to students; course will be hidden but will remain active and keep room assignment.  
• If course not approved by registration for the applicable term; course will be cancelled and room assignment removed.  
• Please Note: After the Ad Hoc Survey opens, new C100 & C150 may only be added with an approved title. |
| **Prereqs/Coreqs & Exception** | • Prereqs/coreqs are set at catalog level & cannot be changed at schedule level without approval.  
• Exception ONLY prereqs may be changed for Topic courses (schedule type of T#)  
• If an approved prereq/coreq change is needed; add to Final Qlik Report or Spreadsheet with Course Updates |
| **Attributes & Exception** | • Attributes are set at catalog level and cannot be changed at schedule level without approval.  
• Exception Attributes may be changed for topic courses (schedule type of T#)  
• If an EPC/COGS approved attribute change is needed, please update. |
| **Course Titles & Exception** | • Course titles are set at catalog level and cannot be changed at schedule level without approval.  
• Exception Can be changed for topic courses and approved COLL 100 and COLL 150 seminars.  
• Course titles have a 30 character limit (including spaces) so please abbreviate appropriately. |
# Schedule Build Reminders

## COLLege CURRICULUM

### COLL 150

**First Year Seminars**

- **Attributes:** C150, FRSM
- **Restriction:** Exclude students who have already taken or are currently taking a COLLege 150 (E-C150)
- 4 credits but doesn’t have to meet for equal amount of contact hours
- Two set up options:
  1. COLL subject + 150 (COLL 150)
  2. Department’s subject + 150 (HIST 150, ENGL 150)
- **Enrollment set to 15 unless:**
  A. Approval received from Dean’s Office to be less/more
  B. Part of a Cross List
- COLLege 150s can only cross list with other COLLege 150s.
- C150 attribute can only attach to COLLege 150 courses

### COLL 100

**Big Ideas**

- **Attribute:** C100
- **Restriction:** Exclude students who have already taken or are currently taking a COLLege 100 (E-C100)
- 4 credits but doesn’t have to meet for equal amount of contact hours
- Two set up options:
  1. COLL subject + 100 (COLL 100)
  2. Department’s subject + 100 (HIST 100, ENGL 100)
- COLLege 100s can only cross list with other COLLege 100s.
- C100 attribute can only attach to COLLege 100 courses

### COLL 200

**Academic Disciplines**

- **Attributes:** C200 & a Domain attribute
- COLL 200 attribute can attach to any undergrad courses with the exception of COLL 100/150 courses
- MUST have a domain attribute(s) as well (ALV, CSI, NQR)

### COLL 300

**In the World On Campus**

- **Attribute:** C30C
- Must have a restriction that excludes Freshman (e.g. E-2026)
- Restriction does not need to be added in the Summer term
- Attribute usually approved by EPC for one specific term only (there are exceptions)
- Other COLL 300 attributes you are unlikely to use are:
  - COLL 300 Domestic (C30D) e.g. Washington DC Program
  - COLL 300 Global (C30G) e.g. Study Abroad Reves Program
- C300 attribute is not used at schedule level

### COLL 350

**Difference, Equity, Justice**

- **Attribute:** C350

### COLL 400

**Capstone**

- **Attribute:** C400
Schedule Build Reminders

➢ DOMAINS

Attributes

| Attributes | 1. Arts, Letters & Values (ALV attribute)  
2. Cultures, Societies & Individuals (CSI attribute)  
3. Natural World & Quantitative Reasoning (NQR attribute) |
|------------|------------------------------------------------------------------|

Set up

- Course does not require a COLL 200 attribute.
- Can attach to any undergrad courses with the exception of COLLege 100 & COLLege 150s.

➢ PROFICIENCIES

Creative & Performing Arts

- Attribute: ARTS
- Formerly GER 6

Math Requirement

- Attribute: MATH

Foreign Language Proficiency

- Attribute: FLP

Major Writing Requirement

- Attribute: MWR

➢ DO NOT ADD/EDIT

Subjects outside your Dept/Prgm

- DO NOT MAKE ANY COURSE CHANGES TO SUBJECTS OUTSIDE YOUR DEPT/PGRM.

DC Campus Courses

- Courses with “WMDC” course attribute
- Contact DC (eebattle@wm.edu) if you have questions about a course under your subject.

Honor Courses

- Courses numbered 495 & 496
- Created and changed by the Charles Center only (cchonors@wm.edu).

Internships

- Courses numbered 498, 499
- Approved by Academic Advising only (advising@wm.edu).
- A student driven process.

Study Abroad Courses

- Courses with “ABRD” course attribute
- Contact the Reves Center (lbmcdonald@wm.edu) if you have questions about a course under your subject.
# Schedule Build Reminders

## CROSS LISTINGS

| If you are the HOME course | • ONLY ADD/UPDATE YOUR OWN COURSE!  
|                           | • Do not add/update the sibling course. ONLY schedule your own department’s courses.  
|                           | • Request sibling course(s) on the Cross List Worksheet or via the Ad Hoc Survey  
|                           | • Cross Listed Courses also include any “cross listed” undergraduate and graduate courses that are sharing space. |

| If you are the SIBLING course | • ONLY the HOME department may request a sibling course be added to a cross list.  
|                               | • Make sure that the Home department is listing your sibling course on their Cross List Worksheet or submitting via the Ad Hoc Survey  
|                               | • Sibling departments may only request to remove themselves from a cross list |

| Enrollment Changes to Cross Lists (for the home AND sibling courses) during Schedule Build | • Do NOT make any enrollment changes for Cross Lists on your Spreadsheet/in Banner.  
|                                                                                       | • All Cross List Requests must be indicated on the Cross List Worksheet.  
|                                                                                       | • In the Cross List Worksheet, include the enrollments for each course in the cross list AND the overall cross list maximum. |

| Cross Listing Reminders | • Only the HOME department/program/school may request the creation of a Cross List so it is imperative that you communicate with the other department and review your Cross List Worksheet for inaccuracies BEFORE the worksheet is sent to the Academic Scheduling Coordinator for room assignment.  
|                         | • Credit hours must match the Home course in a cross list.  
|                         | • The Home course sets the days, times, instructor, attributes, fees, prereqs, course description, etc. for all sibling courses in a cross list.  
|                         | • 400 level and 600 level courses cannot be cross listed.  
|                         | • 300 level and 500 level courses cannot be cross listed. |
## Room Assignment

### Recording Public Classroom Requests
- **List specific room features required for pedagogy needs** (e.g. blackboards, flat seating or tiered, movable chairs) **or specific technology needs** (e.g. dual projection).
- All public classrooms include a computer & projector.
- May list specific room requests but **MUST INCLUDE** the reason(s) that room requested in case the specific room not available. **Please keep your room requests brief.**
  - **Example** Small 111, close to lab space, lecture hall, tiered, new campus
  - **If you JUST list “Small 111”**--- your room request will **NOT be considered**.
- Courses listed with no room characteristics will be placed in the department/program’s “home” building or “home” campus if space allows.

### No Room Needed for courses with days/times
- **Spreadsheet Schedulers**: If no room is needed, please indicate on spreadsheet.
- **Banner Schedulers**: enter Building location as “NONE” directly in Banner.

### Sharing Space
- In your room requests, indicate course(s) sharing space with another course but **NOT Cross Listed**.
- **Example** Co-taught courses sharing classroom space

### Accessibility Accommodations
- If you have an instructor(s) with **approved W&M accessibility accommodations** through W&M’s Human Resources- **Debbie Howe dmhowe@wm.edu**; you do not need to list the specific accommodations needed.
- Simply list “accommodations needed” and the instructor will be assigned a room based on the approved accommodations we have received from W&M.
- **We are unable to provide priority room assignment for instructors without W&M HR approved accommodations.**

### Departmental Rooms
- **Spreadsheet Schedulers**: Indicate on spreadsheet. Include building and room number.
- **Banner Schedulers**: Enter directly in Banner.

### Graduate Courses
- Graduate courses must follow EPC approved time slots **IF** requesting a public classroom on main campus.
## ROOM ASSIGNMENT PRIORITY ORDER

<table>
<thead>
<tr>
<th>First Wave of Room Assignments</th>
<th>The first wave of public classroom assignments follows the Banner/Spreadsheet deadline (February for fall; October for spring).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Only classes with days and times, which meet EPC’s Scheduling Guidelines will be included in the first wave of assignments.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Priority Order</th>
<th>1. Courses in departmental rooms (these are pre-assigned – please note during initial scheduling in Spreadsheet or directly in Banner if a Banner Scheduler)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Courses with instructors who have approved ADA accommodations through the William &amp; Mary via Debbie Howe (critical that department indicate this in Spreadsheet/Banner Qlik Report).</td>
</tr>
<tr>
<td></td>
<td>3. Three-contact-hour courses meeting during EPC-approved standard time slots (Also see Bundling Courses below)</td>
</tr>
<tr>
<td></td>
<td>4. Four-contact-hour courses that use EPC-approved standard time slots for three of the contact hours and start the fourth hour at an off-peak standard time (higher priority for those pairing the fourth hour with another CRN – please note in Spreadsheet/Banner Qlik Report)</td>
</tr>
<tr>
<td></td>
<td>5. One to two contact-hour courses</td>
</tr>
<tr>
<td></td>
<td>6. Courses with non-standard meeting times</td>
</tr>
<tr>
<td></td>
<td>7. Courses created or changed after the initial deadlines</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>“Bundling” Courses</th>
<th>• Three-contact hour sections that have non-standard meeting times (e.g., one room Monday at 2 for 75 and 3 rooms Wednesday at 3 for 25 each) will also receive early room assignments ONLY WHEN they are paired with mirror-image sections (e.g., 3 rooms Monday at 2 for 25 each and 1 room Wednesday at 2).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• This information MUST be noted in the Spreadsheet/Banner Qlik Report.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>After Student Registration</th>
<th>• <strong>NOTE</strong> Although rooms can be adjusted via the Survey before registration begins, <strong>once students are in classes, there can be no room changes</strong>. Please be sure faculty check their rooms well in advance! Images of the public classrooms are available in WM box.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• <strong>Exception</strong> Certain room changes <strong>may</strong> be allowed with the Academic Scheduling Coordinator’s approval (e.g. room change within the same building/campus). Schedulers should submit an Ad Hoc Survey with a detailed explanation of why a room change is needed for a course with student enrollment. <strong>We are unable to process requests without a detailed explanation.</strong></td>
</tr>
</tbody>
</table>