

Schedule Build Reminders

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➤ CATALOG LEVEL VS SCHEDULE LEVEL APPROVAL

<i>EPC Approval</i>	<ul style="list-style-type: none"> • 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, 201910 term
<i>COLLege 100 & COLLege 150 Exception</i>	<ul style="list-style-type: none"> • May add C100 and C150 courses with “To Be Determined” title <u>without</u> proper approval or with pending approval. 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; <u>course will be cancelled and room assignment removed.</u>
<i>Prereqs/Coreqs & Exception</i>	<ul style="list-style-type: none"> • Prereqs/coreqs are set at catalog level & cannot be changed at schedule level without approval. • <u>Exception</u> ONLY prereqs may be changed for Topic courses • If an <u>approved</u> prereq/coreq change is needed; add to <i>Final Discoverer Report</i>
<i>Attributes & Exception</i>	<ul style="list-style-type: none"> • Attributes are set at catalog level and cannot be changed at schedule level without approval. • <u>Exception</u> Attributes may be changed for topic courses • If an EPC/COGS <u>approved</u> attribute change is needed, please update.
<i>Course Titles & Exception</i>	<ul style="list-style-type: none"> • Course titles are set at catalog level and cannot be changed at schedule level without approval. • <u>Exception</u> Can be changed for topic courses and approved COLL 100 and COLL 150 seminars. • Course titles have a 30 character limit (including spaces) so abbreviate appropriately.
<i>GER attributes</i>	<ul style="list-style-type: none"> • Still using GERs along with the new COLL curriculum. • Only add GER attributes that have received approval

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➤ COLLege CURRICULUM

<i>COLL 150 First Year Seminars</i>	<ul style="list-style-type: none"> ● Attributes: C150, FRSM, LDWR ● Restricted to freshmen (Include – 2022) ● 4 credits but do not have to meet for equal amount of contact hours ● Listed with the subject and 150 (HIST 150). Not possible to have a COLL subject with a 150 course (can't be COLL 150). ● Enrollment set to 15 unless approval received to be less/more <u>OR</u> part of an already established cross list. ● COLL 150s can only cross list with other COLL 150s. ● C150 attribute can only attach to COLL 150 courses
<i>COLL 100 Big Ideas</i>	<ul style="list-style-type: none"> ● Attribute: C100 ● Restricted to freshmen (Include – 2022) ● 4 credits but do not have to meet for equal amount of contact hours ● Two set up options: <ol style="list-style-type: none"> 1. COLL subject plus 100 (COLL 100) 2. Department's subject plus 100 (HIST 100) ● COLL 100s can only cross list with other COLL 100s. ● C100 attribute can only attach to COLL 100 courses
<i>COLL 200 Academic Disciplines</i>	<ul style="list-style-type: none"> ● 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
<i>COLL 300 In the World</i>	<ul style="list-style-type: none"> ● Attribute: C300 ● Must have a restriction that excludes Freshman (Exclude- 2022) ● Attribute usually approved by EPC for <u>one specific term only</u> (there are exceptions)
<i>COLL 400 Capstone</i>	<ul style="list-style-type: none"> ● Attribute: C400

➤ DOMAINS

<i>Arts, Letters & Values</i>	<ul style="list-style-type: none"> ● Attribute: ALV ● Does not require a C200 attribute. ● Can attach to any undergrad courses with the exception of COLL 100/150s.
<i>Cultures, Societies & Individuals</i>	<ul style="list-style-type: none"> ● Attribute: CSI ● Does not require a C200 attribute. ● Can attach to any undergrad courses with the exception of COLL 100/150s.

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<i>The Natural World & Quantitative Reasoning</i>	<ul style="list-style-type: none"> • Attribute: NQR • Does not require a C200 attribute. • Can attach to any undergrad courses with the exception of COLL 100/150s.
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➤ **PROFICIENCIES**

<i>Creative & Performing Arts</i>	<ul style="list-style-type: none"> • Attribute: ARTS • Formerly GER 6
<i>Math Requirement</i>	<ul style="list-style-type: none"> • Attribute: MATH
<i>Foreign Language Proficiency</i>	<ul style="list-style-type: none"> • Attribute: FLP
<i>Major Writing Requirement</i>	<ul style="list-style-type: none"> • Attribute: MWR

➤ **DO NOT ADD/EDIT**

<i>Subjects outside your Dept/Prgm</i>	<ul style="list-style-type: none"> • Do not make <u>ANY</u> course changes to subjects outside your department/program.
<i>DC Campus Courses</i>	<ul style="list-style-type: none"> • Courses with “DC” for campus. • Contact DC (roadle@wm.edu) if you have questions about a course under your subject.
<i>Honor Courses</i>	<ul style="list-style-type: none"> • Courses numbered 495 & 496 • Created and changed by the Charles Center only (jrcraft@wm.edu).
<i>Internships</i>	<ul style="list-style-type: none"> • Courses numbered 498 • Approved by Academic Advising only (advising@wm.edu). • A student driven process.
<i>Study Abroad Courses</i>	<ul style="list-style-type: none"> • Courses in “AB” part of term or “Study Abroad” in the course title. • Contact the Reves Center (mldestafney@wm.edu) if you have questions about a course under your subject.

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➤ CROSS LISTINGS

<p><i>If you are the HOME course</i></p>	<ul style="list-style-type: none"> • ONLY add/update YOUR Home course! • Do not add/update the sibling course. <u>ONLY</u> schedule your own department's courses. • On the <i>Cross List Worksheet</i>, request any sibling courses. • On the <i>Cross List Worksheet</i>, also include any "cross listed" undergraduate and graduate courses.
<p><i>If you are the SIBLING course</i></p>	<ul style="list-style-type: none"> • 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 <i>Cross List Worksheet</i>. • Sibling departments may only request to remove themselves from a cross list via their <i>Cross List Worksheet</i>.
<p><i>Enrollment Changes to Cross Lists (for the home AND sibling courses)</i></p>	<ul style="list-style-type: none"> • Do NOT make any enrollment changes for Cross Lists. Record any enrollment changes on the <i>Cross List Worksheet</i>. • In the <i>Cross List Worksheet</i>, include the enrollments for each course in the cross list <u>AND</u> the overall cross list maximum.
<p><i>Cross Listing Reminders</i></p>	<ul style="list-style-type: none"> • 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 <i>Cross List Worksheet</i> for inaccuracies <u>BEFORE</u> the worksheet is sent to the Academic Scheduling Office 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. • Indicate in the <i>Cross List Worksheet</i> if you wish to <u>remove</u> your course(s) from an established cross list. • 400 level and 600 level courses cannot be cross listed.

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➤ ROOM ASSIGNMENT

<i>Recording Public Classroom Requests</i>	<ul style="list-style-type: none"> • List specific room features required for pedagogy needs (e.g. blackboards, flat seating or tiered, movable chairs) or specific technology needs (e.g. WACOM tablet). • May list specific room requests but MUST INCLUDE the reason(s) that room requested in case the specific room not available. <ul style="list-style-type: none"> ○ <u>Example</u> Small 111, close to lab space, lecture hall, tiered, new campus ○ If you JUST list “Small 111” --- your room request will be considered invalid. • Courses listed with no room characteristics will be placed in the department/program’s “home” building or “home” campus if space allows.
<i>No Room Needed</i>	<ul style="list-style-type: none"> • <u>Spreadsheet Schedulers</u>: If no room is needed, please indicate on spreadsheet. • <u>Banner Schedulers</u>: enter Building location as “NONE” directly in Banner.
<i>Sharing Space</i>	<ul style="list-style-type: none"> • If course sharing space with another course, but NOT Cross Listed- indicate this in your room request. • Be sure to identify the course(s) that your course is sharing space with. <u>Example</u> UG and Grad courses sharing space
<i>Accessibility Accommodations</i>	<ul style="list-style-type: none"> • If you have an instructor(s) with approved W&M accessibility accommodations through W&M’s <u>Office of Diversity & Inclusion</u>; you no longer 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 approved accommodations.
<i>Departmental Rooms</i>	<ul style="list-style-type: none"> • <u>Spreadsheet Schedulers</u>: Indicate on spreadsheet. Include building and room number. • <u>Banner Schedulers</u>: Indicate directly in Banner.
<i>GRAD Courses</i>	<ul style="list-style-type: none"> • Graduate courses must follow EPC approved time slots if requesting a public classroom on main campus.

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➤ ROOM ASSIGNMENT PRIORITY ORDER

<p><i>First Wave of Room Assignments</i></p>	<ul style="list-style-type: none"> • The first wave of public classroom assignments follows the Banner/Spreadsheet deadline (<u>mid-January for fall; September for spring</u>). • Only classes with days and times, which meet EPC’s scheduling guidelines will be included in the first wave of assignments. • 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.
<p><i>The Priority Order</i></p>	<ol style="list-style-type: none"> 1. Courses in departmental rooms (these are pre-assigned – please note during initial scheduling in Spreadsheet or directly in Banner if a Banner Scheduler) 2. Courses with instructors who have approved ADA accommodations through the William & Mary’s Office of Diversity & Inclusion (critical that department indicate this in Spreadsheet/Banner Discoverer Report). 3. Three-contact-hour courses meeting during EPC-approved standard time slots (Also see <u>Bundling Courses</u> below) 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 Discoverer Report) 5. One to two contact-hour courses 6. Courses with non-standard meeting times 7. Courses created or changed after the initial deadlines
<p><i>“Bundling” Courses</i></p>	<ul style="list-style-type: none"> • 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) <u>will also receive early room assignments ONLY WHEN they are paired with mirror-image sections</u> (e.g., 3 rooms Monday at 2 for 25 each and 1 room Wednesday at 2). • This information <u>MUST</u> be noted in the Spreadsheet/Banner Discoverer Report.
<p><i>After Student Registration</i></p>	<ul style="list-style-type: none"> • NOTE Although rooms can be adjusted via the Survey before registration begins, <u>once students are in classes, there can be no room changes.</u> Please be sure faculty check their rooms well in advance! Images of the public classrooms are available in WM box. • <u>Exception</u> Certain room changes <i>may</i> be allowed (e.g. room move within the same campus) with special approval. Schedulers should contact the Academic Scheduling Coordinator for further information.