Academic Scheduling Basics

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See www.wm.edu/registrar/scheduling for Scheduling Resources

THREE TERMS / YEAR – Fall (202410; CRNs start with 1), Spring (202420; CRNs start with 2), Summer (202430; CRNs start with 3); there are Parts-of-Term within the terms (example, S1, S2, S3, Non-Standard during Summer).

TWO TYPES OF SCHEDULING PROCESSES for A&S depts/prgms to submit their initial Fall & Spring schedule builds. **(1)** Banner Scheduler or **(2)** Spreadsheet Scheduler. **Banner Schedulers** enter their course information directly in Banner during the Schedule Build. **Spreadsheet Schedulers** update course information in an Excel Spreadsheet and submit the updated spreadsheet to the Academic Scheduling Coordinator who then updates Banner manually. (The Summer Schedule Build is always completed via a Spreadsheet for all depts/prgms).

AD HOC SURVEY is used by Schedulers (Banner & Spreadsheet) after the initial Schedule Builds for course updates/changes & cross list requests. The survey may **only** be completed by designated Scheduling Managers and their Chairs/Directors. An up-to-date ***Scheduling Managers Contact List*** can be found on the Academic Scheduling website. The ***Schedule Build Timeline*** (also available on the website) lists Scheduling due dates and time periods when course updates may be made via Banner/Spreadsheets, the Survey, or when course changes must be held (e.g., "blackout" periods).

QLIK REPORTS FROM BANNER – critical for planning – don't just depend on Banner self-service or http://courselist.wm.edu because these only show "visible" sections – Qlik Course Schedule will show all active sections, including those that are "hidden" from student view (print/not print). All dept/prgm admins should have Qlik – if not, please reach out to Laura Zimmer.

EPC APPROVED TIME SLOTS for UG courses (and grad courses using public classrooms)—see the ***Course Distribution & Time Slots*** link on the Academic Scheduling website for details.

ROOM ASSIGNMENTS – first wave of public classroom assignments follows the Banner/Spreadsheet deadline (December for fall; September for spring). Only classes with days and times, which meet EPC's Scheduling Standards 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. See ***Schedule Build Reminders***, pages 4-5 for details.

NOTE Although rooms can be adjusted via the Survey before registration begins, **once students are in classes, there can be no room changes.** Please be sure faculty check their rooms well in advance! Images of the public classrooms are available in WM box. *Certain room changes *may* be allowed (e.g., room moves due to accessibility needs) with special approval. Department Schedulers should contact the Academic Scheduling Coordinator for further information.

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CROSS LISTINGS present special challenges unless the HOME and SIBLING departments/programs work very closely in tandem before the initial scheduling deadline. It is critical that all CRNs are accurately built according to the request of the HOME department. See the ***Cross Listing - How To*** for more details.

1. ONLY the HOME department may request the creation of a cross list.
2. ONLY the HOME department may request changes to an existing cross list--includes the home course and sibling course(s) that make up that cross list.
3. The Home department (Banner & Spreadsheet Schedulers) should create/add CRNs for their own HOME course(s), then use the ***Cross List Worksheet*** during the Schedule Build to communicate cross list information and enrollment for the sibling sections.
4. The home department course sets the days, times, instructor, attributes, fees, prerequisites, course description, etc. for all sibling courses in a cross list. *If a sibling course has been approved for an attribute that the home course has not—the sibling course will not retain the course attribute.*
5. Sibling departments may only request that they be removed from a cross list.
6. For Scheduling purposes & room assignment, identical UG-Grad sections with the same subject and sharing the same space are treated as Level Cross Lists with the UG section serving as the de facto "Home" section.

MAJOR RESTRICTIONS During Priority Registration, course registration may be limited to declared majors. Major restrictions are lifted during the Schedule Adjustment Period. It is essential to note that the enforcement of these restrictions relies on Schedulers, as they are responsible for requesting and adding major restrictions to specific courses. If departments do not take the necessary steps to add these restrictions, they will not be enforced during priority registration. Additionally, departments have the flexibility to restrict course enrollment to all majors, minors, and concentrators in specific subjects. However, it's important to note that the current system does not support restricting courses to only majors in one subject while allowing only minors from another subject. The available options are to either include all majors, minors & concentrators or to include majors exclusively.

TIERED ENROLLMENT is used to control enrollment in specific classes during Priority Registration. A department may opt to limit the maximum enrollment available in a course based on social class (year of anticipated graduation) to ensure enough space for other social classes or incoming students later in the registration cycle. Tiered enrollment is collected and posted for students prior to each registration period. More information can be found on our website (under 'Quick Links'). Depts/prgms may use Class Restrictions (determined by year of expected graduation) instead of/in addition to Tiering to control enrollment by social class. Schedulers would add these restrictions during the Schedule Build or via the Survey. Contact Cory Springer with questions.

FINAL EXAMS meet according to the schedule published on the Registrar's website at the beginning of each semester's registration period. Apart from block exams, final exams are based on the start day and time of the class, no matter how many time periods it crosses. Unless informed otherwise, we assume that courses with day/times (with a few exceptions) will require a final exam room assignment. More information can be found on our website (under 'Quick Links'). Contact Mike Turner with questions.