

Spreadsheet DOs & DON'Ts

<p><u>DO</u> Make All Changes on YOUR Spreadsheet</p>	<ul style="list-style-type: none"> • DO use the Spreadsheet that was posted in you dept/prgm's WMBox Folder by Academic Scheduling which lists only your subject(s). • Use the "Course Notes" column to add any notes not indicated another column. Add any comments you think the Academic Scheduling Coordinator may need in order to properly update your course. • Please Note Cross Listed Sibling courses under your subject(s) have been removed from your Spreadsheet.
<p><u>DO NOT</u> Send Course Changes Via Email/Survey</p>	<ul style="list-style-type: none"> • Do NOT send any changes via email, phone/voice messages, or to the Ad Hoc Schedule Changes Survey. • Do NOT add clarifying notes to the email you send with your completed Spreadsheet.
<p><u>DO</u> Update the Action Column</p>	<ul style="list-style-type: none"> • In the Action column (first column in the Spreadsheet); please indicate whether you are requesting a(n): <ul style="list-style-type: none"> ○ CHANGE- changes/additions/deletions in at least one column for the course; a room request ○ ADD- requesting a NEW CRN to be created ○ DELETE- requesting that the Existing CRN & all course details be removed from the schedule; aka Cancelling a course • The default action is "No Change." • All courses left with "No Change" in the Action column will be left "As Is" even if a change was made in one of the columns for the course. • We are depending on you to correctly identify the Action that needs to be taken for each course.
<p><u>DO</u> Use Color Coding</p>	<ul style="list-style-type: none"> • Please color-code ALL updates you make to your Spreadsheet. • ONLY color-code the updates. If no updates made, leave in BLACK font. • Individual changes- change Black font to RED font (for an existing course/CRN). • Individual additions- add text in GREEN font (for an existing course/CRN). • Individual deletions- change Black font to BLUE font (for an existing course/CRN). • New Course Request- entire row highlighted in GREEN (requesting a new course/CRN).

Spreadsheet DOs & DON'Ts

	<ul style="list-style-type: none"> Existing Course Deleted- entire row highlighted in BLUE (cancelling an existing course/CRN).
<u>DO</u> Proofread your Spreadsheet	<ul style="list-style-type: none"> Please CAREFULLY check your Spreadsheet and make any necessary course changes, additions and deletions. Please pay special attention to course restrictions, attributes (COLLege especially), corequisites, prerequisites, fees, etc. You are responsible for your own basic quality controls. Remember to scroll to the right of the Spreadsheet for additional columns which may require updates by you.
<u>DO</u> Indicate Hybrid/Online Courses	<ul style="list-style-type: none"> Does the course use ANY non-face to face, not in person instruction? Is the course taught completely online? If yes, indicate in the "Course Notes" column that the course is Online or Hybrid. These courses require a special set up in Banner. The Academic Scheduling Coordinator will contact you with any questions.
<u>DO</u> Use Available Resources	<ul style="list-style-type: none"> Run Discoverer reports on previous terms for historical reference. Review resources on Academic Scheduling website www.wm.edu/registrar/scheduling especially the <i>How to Schedule Using the Spreadsheet</i> guide. Consult your <u>Academic Scheduling Resource</u> binder Contact the Academic Scheduling Coordinator zimmer@wm.edu with questions or to schedule one-on-one Schedule Build assistance. <ul style="list-style-type: none"> Do NOT wait until the last week to request this assistance!
<u>DO NOT</u> Add CRNs	<ul style="list-style-type: none"> The course will NOT have a CRN until after your Spreadsheet is submitted and the Academic Scheduling Coordinator has added the course in Banner. Do NOT add CRNs that were not originally on your Spreadsheet.
<u>DO NOT</u> Change CRNs	<ul style="list-style-type: none"> The CRN is determined by the = Specific Term + Subject + Course # + Section #. If you change <u>ANY</u> of these items; you change the CRN.
<u>DO NOT</u> Delete Columns	<ul style="list-style-type: none"> For efficiencies sake, please do NOT delete ANY columns in the Spreadsheet.