

Spreadsheet DOs & DON'Ts

<p>1. <u>DO</u> Make All Changes in the Spreadsheet only</p>	<ul style="list-style-type: none"> • DO use the Spreadsheet that was posted in WMBox. • Filter by “Scheduler” or “Subject” to view only your dept/prgm’s courses. • If applicable, indicate preferred “Room Needs” in the relevant column. Refer to Page 4 of “A&S Schedule Build Reminders” for details on recording room requests. • Use the “Notes” column to record any info you think Academic Scheduling may need to update your course. (<u>Examples</u>: providing non-standard meet dates; noting an approved course distribution exception.) • <u>Please Note</u>: You are locked from making edits to the “CRN” and “Course Id” columns to prevent accidental deletions.
<p>2. <u>DO NOT</u> Send Course Changes Via Email/Survey</p>	<ul style="list-style-type: none"> • Do NOT send any course updates via email or the Ad Hoc Schedule Changes Survey.
<p>3. <u>DO</u> Update the Course Update Column</p>	<ul style="list-style-type: none"> • In the “Course Update” column (first column in the Spreadsheet); please indicate whether you are requesting a: <ul style="list-style-type: none"> ○ CHANGE- changes/additions/deletions in at least one column of the course. ○ 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 “Course Update” column will be left “As Is” even if a change was indicated in one of the columns for the course. • We are depending on you to correctly identify the “Course Update” that needs to be taken for each course. • <u>Please Note</u>: Course additions will not have a CRN until after your Spreadsheet is submitted and Academic Scheduling has added the course in Banner. • You are locked from deleting and inserting rows so course additions must be added at the bottom of your spreadsheet.
<p>4. <u>DO</u> Use Color Coding</p>	<ul style="list-style-type: none"> • Please color-code ALL updates you make in your Spreadsheet. • ONLY color-code the changes. • If no changes are made, leave in BLACK font. • Changes- record changes in RED font. • Additions- record additions in GREEN font. • Deletions- record deletions in BLUE font.

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<p>5. <u>DO</u> Proofread your Spreadsheet</p>	<ul style="list-style-type: none"> • Please CAREFULLY check your Spreadsheet and make sure that any necessary course changes, additions, and deletions are identified and color-coded appropriately. • Please pay special attention to course restrictions, attributes (COLLege especially), 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.
<p>6. <u>DO</u> Use Available Resources</p>	<ul style="list-style-type: none"> • Run Qlik reports on previous terms for historical reference. • Review resources on the Academic Scheduling website www.wm.edu/registrar/scheduling <ul style="list-style-type: none"> ○ Pay special attention to “A&S Schedule Build Reminders” • Contact Academic Scheduling zimmer@wm.edu with questions or to request one-on-one Schedule Build assistance. <ul style="list-style-type: none"> ○ Do NOT wait until the last week to request help!
<p>7. <u>DO NOT</u> Add Sibling Cross List Sections</p>	<ul style="list-style-type: none"> • Do NOT add Sibling Cross List sections to the Spreadsheet. • Use the Cross List Worksheet to request any Cross Lists. • Only the HOME dept/prgm may request Cross Lists. • <u>Exception</u>: Grad-UG Level Cross Lists if under the same subject may be added to the Spreadsheet <u>in addition</u> to the Cross List Worksheet.
<p>8. <u>DO</u> Indicate Hybrid/Online Courses</p>	<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 “Notes” column that the course is Online or Hybrid. These courses require a special set up in Banner which is crucial for accurate scheduling. Academic Scheduling will contact you with any questions.