Details for each “COURSE ACTION” in the A&S Ad Hoc Survey:

**UPDATE an active CRN**
- Indicate ONLY the course information that requires changing in ‘Course Details.’
- If a course is part of a part of a Cross List- you must indicate the sibling section(s) in the ‘Cross List’ field. Failure to do so will result in a processing delay for your request.

**UPDATE with Room Change**
- Please Note: Room changes will only be made to courses with enrollment under two circumstances:
  - (1) If actual enrollment increases beyond the room's capacity.
  - (2) If the requested change is approved by W&M's HR for accessibility accommodations.
- To request a room change for a course, you must provide a detailed explanation in ‘Course Details,’ regardless of whether there is enrollment in the course or not. Failure to provide this explanation will result in your request not being processed.
- It is important to note that room changes should not be made or communicated to students until the Academic Scheduling Office has given approval. Thank you.

**ADD New Course**
- CRN will be created by Academic Scheduling.
- Indicate relevant information in ‘Course Details’ which could include enrollment, days, times, instructor & 93 #, room needs, credits if not variable, cross listing details if applicable, course description, title, etc.
- Unless you otherwise indicate in your survey, Academic Scheduling will use the next available section number when creating a new course.

**CANCEL**
- If zero enrollment in course, CRN may be Inactivated instead of Cancelled which would allow the CRN to be reused later in term.
- By selecting this option, you are certifying that all enrolled students have been notified that they will be dropped from the course.
- If you have not yet contacted the students and are unable to access the Class Roster in Qlik- please indicate this in ‘Course Details.’
- As an added safeguard, a class roster will be sent once your cancellation survey is processed. This will enable the dept/prgm to account for any students who may have enrolled in the section after the initial notification was sent but before the cancellation survey was processed.
- It is the responsibility of the dept/prgm to ensure that ALL dropped students are notified of the cancellation.

**COURSE NUMBER CHANGE for an active CRN WITHOUT Enrollment**
- Course number changing from a Topics course to a permanent catalog number.
- Example changing from HIST 460-01 to HIST 462-01.
- The majority of course information remains the same (days, times, instructor, etc.).
- Include the new course number in ‘Course Details.’
- A ‘Course Number Change’ will result in the cancellation of the existing CRN and the creation of a new CRN for the new course number.
- It is not possible to change the course number for a CRN that already has enrollment and/or is part of a Cross List that has enrollment.

**DAYS and/or TIMES CHANGE to CRN WITH Enrollment**
- Select this option if you are changing days and/or times of a CRN with student enrollment.
- Prior approval required from Ben Boone before any action may be taken by Academic Scheduling.
- If zero enrollment, select “Update” action instead.
Details for each “COURSE ACTION” in the A&S Ad Hoc Survey:

- Changing or adding days and/or times to an existing CRN with enrollment will require Academic Scheduling to take two steps when processing your survey:
  - (1) Cancel the existing CRN with the incorrect days/times, which will result in enrolled students being dropped from the section.
  - (2) Add a new CRN with the updated days/times. Instructor permission will be added to the new section to manage enrollment, so students will not lose their place in the course.
  - Please Note: Students may be required to enroll themselves in the new section. The dept/prgm is responsible for communicating to students about the changes to their registration and the need to register for the new section.
  - If a Blackboard course already exists for the cancelled CRN—your instructor may have to work with IT to link the Blackboard course to the new CRN/new section number.

INSTRUCTIONAL DELIVERY MODE Change Only
- Select this option if the only change is to the Instructional Delivery Mode and all other course details will remain the same.
- Example: Changing from "On-campus" delivery mode (WM campus, default instructional method code of A) to "Online, remote synchronous" delivery mode (ON campus, instructional method code of N).

CROSS LIST ADDITION
- ONLY the HOME dept/prgm may request the creation of a Cross List.
- Sibling sections should ask the Home dept/prgm to submit a Survey on their behalf.
- Select this option if (A) Creating a Cross List or (B) Adding a Sibling section to an existing Cross List.
- Must include the following in ‘Course Details’:
  - Indicate if Standard Cross List or Floating Cross List.
  - Indicate Overall Cross List Max i.e., the combined total enrollment for all sections in the cross list.
  - If Standard cross list, also indicate maximum enrollment for each section (home & siblings).
  - Course Title of home course.
  - Credits for home course.