

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

(2 pages)

UPDATE an active CRN

- Indicate **ONLY** the necessary changes in the “Course Details” section.
- **Note: Indicating information that has not changed slows down processing times!**
- If a course is part of a part of a Cross List- you **MUST** indicate the sibling section(s) in the ‘Cross List’ field to prevent processing delays.

UPDATE with Room Change

- **Please Note:** While rooms may be adjusted before registration begins, room availability for changes is severely limited once students are in classes.
- To request a room change for a course, please provide a detailed explanation in ‘Course Details,’ regardless of enrollment status. **Failure to provide this explanation will result in your request not being processed.**
- Please be sure to note if the room change request falls under one of the below circumstances:
 - **(1)** Actual enrollment has increased beyond the room's capacity.
 - **(2)** The requested change has been approved by W&M's HR for accessibility accommodations.
- It is important to note that room changes should not be made or communicated to students until Academic Scheduling has given approval.

ADD New Course

- CRN will be created by Academic Scheduling.
- Indicate relevant information in ‘Course Details’ such as enrollment, days, times, instructor & 93 #, room needs, credits, cross listing details, course description, title, etc.
- Unless otherwise indicated, Academic Scheduling will use the next available section number when creating a new course.

CANCEL

- If there is zero enrollment in the course, the CRN may be Inactivated instead of Cancelled, allowing for reuse later in the term.
- By selecting the ‘Cancel’ option, you certify that all enrolled students have been notified of the cancellation and 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 *WITHOUT* Enrollment

- Course number changing from a Topics course to a permanent catalog number.
- 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.
- 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.
- **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.**

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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.
- 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).
- **The dept/prgm is responsible for communicating to all enrolled students about the change to the delivery mode.**

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.

ADD BLACKBOARD INSTRUCTORS TO EXISTING CRN

- Academic Scheduling cannot add faculty to Blackboard courses via Banner.
- The primary instructor will need to visit **bbhelper.edu** and click “Add User or Elevate Role” to add additional instructors.
- If you select this option, your request will not be processed. Instead, you will receive an automatic reply that will direct you to the link above.