

## A&S Schedule Build Key Reminders

### ➤ CATALOG vs SCHEDULE APPROVAL

<i>Course Reference Number (CRN)</i>	<ul style="list-style-type: none"> <li>Unique 5-digit number that identifies a particular subject, course, and section offered for a specific term. Aka “sections”</li> <li>Fall CRNs starts with “1” (one), Spring CRNs with “2” (two) and Summer CRNs with “3” (three).</li> </ul>
<b>EPC/COGS Approval</b>	<ul style="list-style-type: none"> <li><b>ONLY add courses at <u>Schedule level</u> that have been approved at <u>Catalog level</u> by EPC/COGS!</b></li> <li>Catalog Level Example = ENGL 110</li> <li>Schedule Level Examples = ENGL 110-01, CRN 12345, 202510 term = ENGL 110-01, CRN 16542, 202610 term</li> <li>EPC = Educational Policy Committee</li> <li>COGS = Committee on Graduate Studies</li> </ul>
<i>COLL 100 &amp; 150</i>	<ul style="list-style-type: none"> <li>May add COLL 100 and COLL 150 courses with “To Be Determined” titles or titles with pending EPC approval <u>during the Schedule Build Process</u>. This will ensure a room assignment.</li> <li>It is the responsibility of the dept to ensure that all course titles have been approved by EPC prior to the first day of classes.</li> <li>COLL 100s &amp; 150s with “TBD” titles will remain hidden from student view but will remain active and keep room assignment. All COLL 100s &amp; 150s still with “TBD” titles by registration will <u>be cancelled and room assignments removed</u>.</li> <li><b>Please Note:</b> After registration begins, new C100 &amp; C150 may <b>only</b> be added with an <u>approved or pending</u> title. “TBD” titles will not be accepted.</li> </ul>
<i>Prereqs</i>	<ul style="list-style-type: none"> <li>Prereqs are set at catalog level and cannot be changed at schedule level without approval.</li> <li><u>Exception</u> Prereqs may be changed for Topic courses (schedule type of LC#, L##, SM#, S##, LB#)</li> </ul>
<i>COLLege Attributes</i>	<ul style="list-style-type: none"> <li>COLLege attributes are set at catalog level and cannot be changed at schedule level without EPC approval.</li> <li><u>Exception</u> Attributes may be changed for Topic courses.</li> <li>If an EPC <u>approved</u> attribute change is needed, please request an update.</li> </ul>
<i>Course Titles</i>	<ul style="list-style-type: none"> <li><b>Banner imposes a <u>30-character limit including spaces</u> so please abbreviate accordingly.</b></li> <li>Course titles are set at catalog level and cannot be changed at schedule level without approval.</li> <li><u>Exception</u> Can be changed for Topic courses, COLL 100s, and COLL 150s.</li> <li>Titles may be changed for independent study-type courses, provided the schedule type appears at the beginning of the course title. (<b>Ind Std W&amp;M Historical Review; Dir Res Schrodinger’s Homework</b>)</li> </ul>

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### ➤ COLLege CURRICULUM

<p><i>COLL 150</i> <i>First Year Seminar</i></p>	<ul style="list-style-type: none"> <li>• <b>Attributes: C150, FRSM</b></li> <li>• <b>Restriction:</b> Exclude students who have already taken or are currently taking a COLL 150 (E-C150)</li> <li>• 4 credits but not required to meet for equal contact hours.</li> <li>• Two set up options: <ol style="list-style-type: none"> <li>1. Department's subject + 150 (<i>HIST 150, ENGL 150</i>)</li> <li>2. COLL subject + 150 (<i>COLL 150</i>) – this is rare</li> </ol> </li> <li>• <b>Enrollment = at least 16</b> unless approval received from Dean's Office.</li> <li>• C150 attribute can only attach to COLLege 150 courses.</li> </ul>
<p><i>COLL 100</i> <i>Big Ideas</i></p>	<ul style="list-style-type: none"> <li>• <b>Attribute: C100</b></li> <li>• <b>Restriction:</b> Exclude students who have already taken or are currently taking a COLL 100 (E-C100)</li> <li>• 4 credits but not required to meet for equal contact hours.</li> <li>• Two set up options: <ol style="list-style-type: none"> <li>1. Department's subject + 100 (<i>HIST 100, ENGL 100</i>)</li> <li>2. COLL subject + 100 (<i>COLL 100</i>) – this is rare</li> </ol> </li> <li>• <b>Enrollment = at least 26</b> unless approval received from Dean's Office. (Exceptions: ART 100s or Saha's BIOL 100)</li> <li>• C100 attribute can only attach to COLLege 100 courses.</li> </ul>
<p><i>COLL 200</i> <i>Academic Disciplines</i></p>	<ul style="list-style-type: none"> <li>• <b>Attributes: C200 + a Domain attribute</b></li> <li>• COLL 200 attribute can attach to any UG courses except for COLL 100/150 courses.</li> <li>• <u>MUST have a domain attribute as well</u> (ALV, CSI, NQR)</li> </ul>
<p><i>COLL 300</i> <i>In the World</i> <u><i>On Campus</i></u></p>	<ul style="list-style-type: none"> <li>• <b>Attribute: C30C</b></li> <li>• C300 attribute is not used at schedule level.</li> <li>• Other COLL 300 attributes you are <u>unlikely</u> to use are: <ul style="list-style-type: none"> <li>○ COLL 300 Domestic (C30D) e.g., Washington DC Program</li> <li>○ COLL 300 Global (C30G) e.g., Study Abroad Reves Program</li> </ul> </li> </ul>
<p><i>COLL 350</i> <i>Difference, Equity, Justice</i></p>	<ul style="list-style-type: none"> <li>• <b>Attribute: C350</b></li> </ul>
<p><i>COLL 400</i> <i>Capstone</i></p>	<ul style="list-style-type: none"> <li>• <b>Attribute: C400</b></li> </ul>

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### ➤ DOMAINS

<i>Attributes</i>	<ol style="list-style-type: none"> <li>1. Arts, Letters &amp; Values <b>(ALV attribute)</b></li> <li>2. Cultures, Societies &amp; the Individual <b>(CSI attribute)</b></li> <li>3. The Natural World &amp; Quantitative Reasoning <b>(NQR attribute)</b></li> </ol>
<i>Set up</i>	<ul style="list-style-type: none"> <li>• Can have a Domain attribute without a COLL 200 attribute.</li> <li>• Domains can attach to any UG course except COLL 100s/150s.</li> </ul>

### ➤ PROFICIENCIES

<i>Creative &amp; Performing Arts</i>	<ul style="list-style-type: none"> <li>• <b>Attribute: ARTS</b></li> </ul>
<i>Foreign Language</i>	<ul style="list-style-type: none"> <li>• <b>Attribute: FLP</b></li> </ul>
<i>Mathematics</i>	<ul style="list-style-type: none"> <li>• <b>Attribute: MATH</b></li> </ul>

### ➤ DO NOT ADD or EDIT THESE TYPE OF COURSES

<i>Subjects outside your Dept/Prgm</i>	<ul style="list-style-type: none"> <li>• <b>DO NOT MAKE ANY COURSE CHANGES TO SUBJECTS OUTSIDE YOUR DEPT or PRGM!</b></li> </ul>
<i>DC Campus Courses</i>	<ul style="list-style-type: none"> <li>• Courses with “WMDC” course attribute</li> <li>• Contact DC (eebattle@wm.edu) if you have questions about a course under your subject.</li> </ul>
<i>Honor Courses</i>	<ul style="list-style-type: none"> <li>• Courses numbered 495, 496 with “HN” schedule type</li> <li>• Created and changed by the Charles Center only (cchonors@wm.edu).</li> </ul>
<i>Internships</i>	<ul style="list-style-type: none"> <li>• Courses numbered 498, 499 with “IS” schedule type</li> <li>• Approved by Office of UG Academic Affairs (academicaffairs@wm.edu).</li> <li>• Typically a student driven process.</li> </ul>
<i>Study Abroad Courses</i>	<ul style="list-style-type: none"> <li>• Courses with “ABRD” course attribute</li> <li>• Contact the Reves Center (international@wm.edu) if you have questions about a course under your subject.</li> </ul>

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### ➤ LEVEL CROSS-LISTING

<i>Definition</i>	<ul style="list-style-type: none"> <li>Defined as UG-Grad sections that typically share the same subject, days, times, room and instructor. Also referred to as “stacked” courses.</li> <li>All level cross-listing must be approved by COGS before creation.</li> <li>The UG section typically serves as the de facto “Home” or “Parent” section.</li> <li>If subjects differ, only the Parent department may request the creation of a Level XL.</li> </ul>
<i>Cross List Group Code</i>	<ul style="list-style-type: none"> <li>Cross-lists are defined in Banner with an alphanumeric code that attaches to each associated CRN.</li> <li>The Cross List Code identifies the “Home” or “Parent” subject. (HIST-01-LVL; GIS-05-LVL)</li> </ul>
<i>Cross List Enrollments</i>	<ul style="list-style-type: none"> <li>Overall Cross-list Maximum = the sum of the maximum enrollments for all CRNs in the cross-list (XL).</li> <li>The total enrollment across all sections in the XL may not exceed the overall XL max.</li> <li>Room assignments are based solely on the overall XL max. If the overall XL max does not accurately reflect the total seats needed for all sections in the cross-list, the assigned room may not be appropriately sized.</li> </ul>
<i>Cross List Matching</i>	<ul style="list-style-type: none"> <li>Credit hours and course titles must match in a level cross-list. Exceptions require COGS approval.</li> <li>Attributes, permissions, and restrictions do not have to match.</li> <li>For waitlisting to work correctly, only one section in the cross-list (typically the UG section for A&amp;S) should have a waitlist.</li> </ul>

### ➤ ROOM REQUESTS

<i>Recording Public Classroom Requests</i>	<ul style="list-style-type: none"> <li>Public classrooms are also known as “General Purpose Classrooms”</li> <li><b>List specific room features for pedagogy needs</b> (e.g., blackboards, flat seating or tiered, movable chairs) <b>or specific technology needs</b> (e.g., dual projection).</li> <li>All public classrooms include a computer &amp; projector.</li> <li>May list specific room requests but <b>MUST INCLUDE</b> the reason(s) that room requested in case the specific room not available. <b>Please keep your room requests BRIEF.</b> <ul style="list-style-type: none"> <li>Example Small 111, lecture hall, tiered, new campus</li> <li>If you <b>JUST</b> list “Small 111” --- <b>your room request will NOT be considered.</b></li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>Courses listed with no room characteristics will be placed in the department/program's "home" building or "home" campus if space allows.</li> </ul>
<i>No Room Needed for courses <b><u>with days/times</u></b></i>	<ul style="list-style-type: none"> <li>Enter location as "NONE" or "No Room Needed"</li> </ul>
<i>Sharing Space aka "Stacked"</i>	<ul style="list-style-type: none"> <li>Indicate course sharing space with another course but <b><u>NOT</u></b> part of an UG-Grad Level Cross List.</li> <li><b><u>Example 1</u></b> Co-taught courses sharing classroom space.</li> <li><b><u>Example 2</u></b> Two courses sharing space in a lecture hall on Tuesday and then meeting in separate breakout rooms on Thursday</li> <li><b><u>Example 3</u></b> Two UG courses, same subject but of different levels approved for stacking by the Dean's Office</li> </ul>
<i>Accessibility Accommodations</i>	<ul style="list-style-type: none"> <li>Only granted if instructor has <b><u>approved</u></b> accessibility accommodations through W&amp;M's Human Resources <b><u>eeaccomodate@wm.edu</u></b>.</li> <li>List "approved accommodations on file" and the instructor will be assigned a room based on the approved accommodations we have received from W&amp;M.</li> <li><b>We are unable to provide priority room assignments for instructors without W&amp;M HR approved accommodations.</b></li> </ul>
<i>Departmental Rooms</i>	<ul style="list-style-type: none"> <li>Maximize the use of departmental spaces for your courses whenever possible by assigning these rooms during the schedule build process.</li> </ul>
<i>Graduate Courses</i>	<ul style="list-style-type: none"> <li>Graduate courses must follow EPC approved time slots <b><u>IF</u></b> requesting a public classroom on main campus.</li> </ul>

### ➤ ROOM ASSIGNMENT PRIORITY ORDER

<i>Room Assignment Priority Order</i>	<ol style="list-style-type: none"> <li>Courses in <b>departmental rooms</b> (these are pre-assigned).</li> <li>Courses with <b>instructors with ADA accommodations approved</b> through William &amp; Mary HR.</li> <li><b>3-credits or 4-credits Three-contact-hour courses</b> meeting during EPC-approved Standard time slots.</li> <li><b>4-credits Four-contact-hour courses</b> that use EPC-approved Standard time slots for three of the contact hours and start the fourth hour at an off-peak standard time.</li> <li>One to two contact-hour courses.</li> <li>Courses <b><u>approved</u></b> for non-standard meeting times.</li> <li>Courses created or changed after initial room assignment.</li> </ol>
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<i>Courses that will not be given a room assignment</i>	<ul style="list-style-type: none"><li>• UG courses meeting during non-standard meeting times without prior approval from the Dean's Office.</li><li>• Graduate courses with non-standard time slots requesting public classroom space.</li><li>• UG courses not in alignment with EPC's Course Distribution Standards.</li><li>• Courses with projected enrollment set to zero.</li><li>• Courses without days and/or times.</li><li>• Courses with an Online campus (ON).</li><li>• Courses with a "NONE" or "TBD" building location.</li></ul>
<i>Room Changes After Student Enrollment</i>	<ul style="list-style-type: none"><li>• After initial room assignments, nearly all available public classrooms during "peak" hours (9:30-2:00 Mon-Fri and 2-5 MTWR) are typically in use.</li><li>• If a room change is requested, Schedulers must provide a <u>detailed</u> explanation of why the change is needed for a course with student enrollment. <u>Requests without a detailed explanation will NOT be processed.</u></li></ul>