Good afternoon Academic Scheduling Community,   Friday, January 5, 2024

Summer 2024 schedule is due to Academic Scheduling by February 9, 2024.

When building your 1246 schedule, pull last summer's (1236) department proofing query per this pathway: Main Menu/Campus Solutions/CWU Reporting Solutions/Query Friendly Viewer, then scroll down to the Scheduling & Exams tab and pull this Excel query: **CWSRD_SCHED_FOR_DEPT_REV_SUM_B   Classes for Proofing -Summer** Make sure you select the Summer version, which has the session column. It looks like this:

CWSRD_SCHED_FOR_DEPT_REV_SUM_B - Classes for Proofing -Summer

*Term 1236 Q
Academic Organization MATHDEPT   Q
Subject
View Results

From here you can either delete the old and add new information directly onto the query, OR you can create an empty spreadsheet and copy and paste information from the 1246 query onto it.

A few reminders:

- Keep all columns intact (do not delete or hide any columns). You may, however, leave out the information from certain columns (see attachment).
- Add instructors only if you know they are already in the Instructor Table.
- Add information to all the columns from Term through Exam (the rest are mostly for your viewing). If a course is missing vital information, we will not add it.
- NO reserves for summer.
- Ensure you fill out the Session column.
- Please do not add any edit marks, such as strikethroughs or grey highlighting or red font. Edit marks are for later revisions only. They are confusing to us on this first draft.

Please see attached spreadsheet for an example of how to fill out your schedule. Some explanatory notes have been added above the headings, and the columns that do not need to be filled out (mostly for your viewing) are highlighted gold.

Here is a link to the Scheduling Guide on the Academic Scheduling web page: https://www.cwu.edu/about/offices/registrar/_documents/scheduling-reference-guide.pdf   Note that we're currently revising the booklet, in particular the room information (E.g. Under "Movable" the now offline building LANG is still listed).

Please let us know if you have any questions or concerns.

Thank you,

AS