Class Schedule Instructions

- The following is information and guidelines relating to submitting schedule requests on a spreadsheet. Instructions are below on the right, a sample heading from the spreadsheet that Academic Scheduling sends out below, and the box on the left gives a brief description of each column heading.

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Sub</th>
<th>Cat</th>
<th>Sec</th>
<th>Title</th>
<th>Instructor</th>
<th>Grade Base</th>
<th>Min Credit</th>
<th>Max Credit</th>
<th>Max Enroll</th>
<th>Wait List</th>
<th>Sched Print</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Room</th>
<th>Campus</th>
<th>Inst. Mode</th>
<th>Per</th>
<th>Course Attr</th>
<th>Note</th>
<th>Exam</th>
<th>Prerequisite/Co-requisite</th>
</tr>
</thead>
</table>

**CLASS SCHEDULE (sent to departments)**

- **Class Nbr**: Class Number
- **Sub**: Subject Area
- **Cat**: Catalog Number
- **Sec**: Class Section
- **Title**: Title of Class
- **Instructor**: Instructor name
- **Grade Base**: GRD/Sat/Unsat etc.
- **Min Credit**: Min Credit offered
- **Max Cr**: Max Credit offered
- **Max Enroll**: Max Enrollment offered
- **Wait List**: Wait list, always set to 99
- **Sched Print**: Schedule to Print. Yes means students will be able to search and view the course. No means although the class is active, students need the class number to view it.
- **Days**: Days of the week
- **Start Time**: Start time of class
- **End Time**: End time of class
- **Room**: Assigned or requested room
- ***Room Cap**: Room capacity
- **Campus**: Campus Location ie: Ellensburg, Yakima, Online
- **Perm**: Instructor Consent or Department Consent: Requires consent from Dept or Instructor to enroll in class
- **Note**: To be displayed in MyCWU note field for students
- **Exam**: Y/N does this course have a final exam?
- **Has Pre/Co**: Y/N Does this class have pre-reqs/co-reqs?

**INSTRUCTIONS**

- Use **RED font** ink to show new changes.
- Please insert a blank line below a class and only enter in **RED font** the changes that are needed.
- Use strikethrough to show existing info that is changing.
- **Cancelled courses** (see class number 12378 on Example schedule):
  - Use strikethrough and highlight in light grey. A course must be marked for cancellation in order for it to be taken off the schedule.
- **New Courses** (see ABC 201.002 on Example schedule):
  - Insert a blank row above and below and use **RED font** ink to enter all information on the line.
- Classes will have multiple listings/rows if they have more than one meeting pattern, instructors or attributes. If the class is not being totally cancelled, please don't mark one of the extra listings for cancellation (we might accidentally cancel the class and then have to rebuild it). See ABC 479.001 on the example spreadsheet for how to show a time change for classes with multiple listings.
- Once we build a section, we can't change the title or catalog number without building a new course. We can, however, change the time, day, room, instructor, enrollment, and some other things.
- **Requested room features do not roll forward each term (neither do room assignments)**. If specific features are needed, please include these (preferably using the codes). The second worksheet in the example file has a list of the MyCWU room feature codes.
- Similarly, if a class needs to be cancelled but happens to have the same schedule as a new class to be added, please show these separately (mark the row for the cancelled class all in grey highlight with strike through and add a new row in **RED font** for the new class). Please don't try to combine both changes in one step.
### Regular and Summer Department Query Instructions

- After Go Live, submit further requests on a query. Pathway to this query (and all queries): **Main Menu/Campus Solutions/ CWU Reporting Solutions/Query Friendly Viewer**, then scroll down to the Scheduling & Exams drop down. Use this query for all terms except summer: **CWSR_SCHED_FOR_DEPT_REVIEW_B** – Class Sched for Dept Proofing.
- It is important to run a fresh query for every schedule submission, as this will provide the most up to date information.
- Please **DO NOT** use the spreadsheet that we sent you initially to request new changes.

#### Classes for Proofing Summer

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<tr>
<th>Term</th>
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<th>Has a Pre-/Co-Req</th>
<th>Pat Nbr</th>
<th>Include In Tuition</th>
<th>Class Fees</th>
<th>Cours e Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMER QUERY</td>
<td>Days - Days of the week</td>
<td>Start Time - Start time of class</td>
<td>End Time - End time of class</td>
<td>Room Capacity</td>
<td>Campus - Campus Location ie: Ellenburg, Yakima, Online</td>
<td>Ty - Instruction Mode</td>
<td>Sess - Session: 1 (Regular), 6W1, INT (Intensive)</td>
<td>E Date - End Date</td>
<td>Note - to be displayed in MyCWU note field for students</td>
<td>Exam - Y/N does this course have a final exam? Has Pre-Co - Y/N Does this class have pre-reqs/co-reqs? Class Fees - For informational purposes only</td>
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#### Note

- Note that summer term has its own query: **CWSRD_SCHED_FOR_DEPT_REV_SUM_B**. It is important to use this query since it shows term sessions.

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