

Instructions for Using T/S Template

11/12/08

The new template is extremely similar to templates of the past, but with a few modifications. We do insist, however, that departments adopt this template as the standard for course submission without exception.

It is important to note that all fields should be filled in for every single course. Below is a brief walk-through of the fields in the template. Questions are always welcome, and should be addressed to The Scheduling Team: LaTanya Jones 702-5302 or Mary Stofcik 702-9664.

Beginning at left, the three shaded columns are for listing cross-listed courses. Only the PARENT departments should use these fields to indicate the courses that are cross-listed (children) with their course. For example, if the PARENT department is Anthropology, and there are two crosslists (children) for a particular course, the course would only be included on the Anthropology Time Schedules and Anthropology would use the three shaded columns at the left to indicate the other two crosslisted courses. Please note that you may use more than one line per course, so you can list as many crosslists as need be. It is the responsibility of the PARENT department (Anthropology in the example) to ensure that all crosslists are listed, because the other, crosslisted (CHILD) departments should NOT list the course at all on their T/S submission. The course will still appear in the printed and online Time Schedules for all departments, but only the PARENT department should submit it to the Registrar's office.

The next columns should be self-explanatory:

- Subj. Abbr. = The four letter subject code of the dept (e.g. Anthropology=ANTH)
- Crs. # = The five digit course number (e.g. 10100)
- Sec. # = The two digit section number (e.g. 01)
- Title = The 63 character title of the course. Please note the character limitation. Please check your Master Course Catalog for course number and title match.
- Units = The number of units associated with the course or section (e.g. 100)
- Instructor's Name = the FULL name of all instructors associated with the course (e.g. Smith, John D.) Please do not use initials and please include both first and last name.
- Time = the times that the course meets (e.g. 8:30-9:20am) Please include AM and PM designations.
- Days = The days a course meets (e.g. MWF)
- ACT= Lec, Lab, Sem, Scr, Dis, Tut, Crs

The "Preference" column should be used for indicating room preference and multimedia if needed. If the room is proprietary, this is important information to inform the Registrar's office where the course will be meeting. If the room is not proprietary, please note that this is a preference only and including a specific room does NOT guarantee that the course will be assigned that classroom. Further, please note that there are not enough rooms in the popular timeslots (10:30am-2:30pm), *especially* with multi-media equipment. Rooms will be scheduled based on maximum utilization of the space to accommodate the professors, students, and their needs, and not based on historical arrangements. However the Registrar's office will, of course, make every effort to accommodate specific requests. .

The “Room from Registrar’s Office” column must be marked with a “Y” for yes you need the Registrar’s Office to schedule you a classroom or “NO” for you do not need a classroom from the Registrar’s Office.

The “Prerequisites/Remarks” column should be used for any notes or prerequisites for courses (e.g. PQ: ANTH 10100; submit writing sample to Anthro dept office), in addition to any specific room requests (media, multi-media, specific room).

Finally, the last five columns on the right have been changed. Please note the changes, and please note the mandatory nature of all four columns.

First, the “Total Course Limit” column is mandatory for any class with a limit. Please indicate the maximum number of students allowed in the course. This number includes all IDENTs: for example, if the Anthropology course with two IDENTs has a limit of 40, the total limit for ALL THREE of the courses is 40. There is no way in the new system to have different limits for courses which are IDENTs, so you cannot have two IDENT courses with different limits. For example, ANTH 10100 and HIST 10100 cannot be IDENT with limits of 15 and 20, respectively -- the limit for the entire course would be 35).

The second column is for “Ratios”. Ratios exist to divide registration spaces among College and Graduate students for cross-listed courses. Ratios **are required** for cross-listed undergraduate/graduate courses. If a course number is not cross-listed as undergrad/grad, no ratio is required. If no ratio is supplied for an undergraduate/graduate crosslisted course, a 50U/50G will be applied as the default. A ratio can also be applied to any non-crosslisted undergraduate or graduate course that you want reserve seats for both undergraduate and graduate level students.

The third column, Levels, must be determined for each parent course. You must determine if the course is mainly an Undergraduate or Graduate level course. Any course that is crosslisted with ugrad/grad courses should be marked as Both (ugrad & grad).

The fourth column, “Consent Only?” should be checked with a “Y” if yes the course is by consent of the faculty member or department OR an “N” for no consent is not required.

And finally, the fifth column asks if the particular course has a final exam for which a room will be needed. If the course needs a final exam room, please indicate this by putting a “Y” for yes in the column. If the course is not having a final exam, put an “N” for no.

Also note that the registrar’s office would prefer an *electronic* copy of your time schedule submission. A hard copy is welcome if you wish to supply it additionally, but the preferred means of submission is by email attachment. If you do not know how to send an email attachment or otherwise need help with Excel or the T/S template in general, please contact the Scheduling Team: LaTanya Jones 702-5302 or Mary Stofcik 702-9664.