**Instructions for Proofing the Schedule**

**Please READ through the instructions and mark corrections IN RED on the spreadsheet.**

**Some columns may be different if your college/department does not have**

**additional meeting times and instructors.**

**COLUMN**

**A CHANGE – use this if anything about the course is changing from what is currently listed (such as deleting a restriction, adding a restriction, etc.) Please put the change in red.**

**ADD – only use this if this is a course to be added to the schedule and is not listed on the spreadsheet.**

**DELETE – only use this if the course itself is being deleted for the semester.**

**B TERM –** Summer I 2024 (202430), Summer II 2024 (202440), Fall 2024 (202510)

**C COL –** College under which the course is offered

**D CRN** – Course Reference Number – Banner generated. All begin with a 3 for Summer I; 4 for Summer II; 1 for Fall.

The CRN is specific to a course. So if a course is not being offered and something will be offered in its place. You will use DELETE for the current course and then on a new line use ADD for the new course that will be offered (and a new CRN will be generated).

**E** **PT** – Part of Term.

**Summer:**

M – May Mini Term 1 – regular Summer I or Summer II

MS1 – May Mini Term through Summer I L – Long: Summer I through Summer II

MX – May Mini Term Extended S – special offering (Kodaly courses)

**Fall:**

1 – regular semester

A – 1st – 8 weeks of semester

B – 2nd – 8 weeks of semester

**F CAMP** – M (main campus); MFM (Flower Mound)

**G LEV** – level of the course (U – undergraduate; G – graduate)

**H, I, J SUBJ, CRSE & SEC** – Course subject, number, and section.

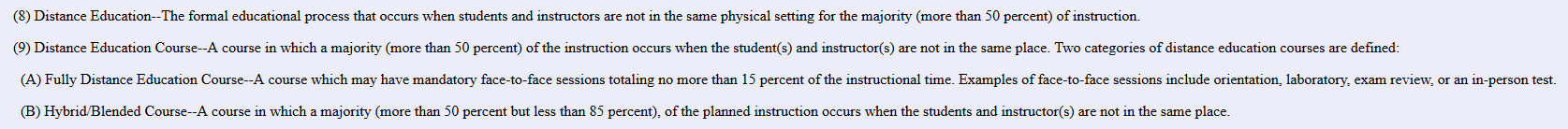
**K IM** – Instructional Method:

TR (Traditional Face-to-Face), could use supplemental D2L

TWV (Two-Way Video)

IN (Full Internet)

INH (Internet-Hybrid), based on the THECB definition.



**L PRT** – This is the Integrated Partner with Desire2Learn (D2L):

a. D2L –full internet or internet-hybrid b. SD2L –traditional course using supplemental D2L.

**M TITLE** – If this is a topics course, etc. make sure the subtitle is still correct.

**N XLST –** If courses are dual-listed or cross-listed, this column should have matching codes.

**O APP** – If column has “A” student will need Chair or Dean Approval**.**

**P & Q LINK & LKCN** – These are for Lectures & Labs when a student must register for both (Ex: BIOL 1134-301 & BIOL 1134-31A). If a course has a “C” or “L” in the LINK column, then it must have the opposite letter in the LKCN column. If a course has a specific lab, then the columns will have “C1” and “L1”, “C2” and “L2”, etc.

**R MAX** –Maximum Enrollment.

**COLUMN LETTERS BELOW MAY VARY WITH EACH DEPARTMENT, SO JUST LISTING HEADINGS:**

* **WAITLIST MAX** – Waitlist maximum, if using waitlist.
* **DAYS, BEG, & END** – These are the days and times of the course.
* **BLDG & ROOM** – Rooms were rolled with the schedule from similar previous semester (summer to summer or fall to fall) and are **subject to change**. If a course is listed in a building/room outside of your college, the Registrar’s Office will need to seek approval to keep the course scheduled in the classroom, unless you have availability in your building. Any courses still needing rooms, we will work with departments to schedule a classroom and/or lab at a later time.
* **ADDITIONAL DAYS, TIMES, BLDGS, ROOMS –** if others are listed, please check. If the course only has one meeting time, the additional columns will be blank or not there at all.
* **PRIMLAST, PRIMFIRST, %** – The primary is the instructor responsible for checking the class roll sheets as well as entering the grades in WebWorld at the end of the semester.
* **ADDITIONAL INSTRUCTORS** – if others are listed, please check names and percentages. If the course has fewer instructors or does not have additional instructors, these columns will be blank.
* **RESTRICTIONS** –First column (IND) indicates if the restriction is to be included (I) or excluded (E). The second column indicates the restriction(s).
  + COLL\_IND COLL Courses restricted by college code.
  + MAJIND MAJCD Courses restricted by major (or any field of study, minor, etc.).
  + CLSIND CLASS Courses restricted by classification.
  + LVLIND LEVL Courses restricted by student level.
  + DEGIND DEGCD Courses restricted by degree.
  + PRGIND PROG Courses restricted by program.
  + ATTIND ATTS Courses restricted by student attribute.
* **PREQNAME –** this is the name of the prerequisite. If a PREQNAME is not listed, that means a prerequisite is not being enforced in Banner. To check the prerequisite, see next page (SMAAREA).

* **TEXT** – This is the notation that will display on the web. Please make sure to check the notation to make sure all information is correct to include dates, etc.