

Do's and Dont's of Editing Schedule Drafts

DO:

Draw a line through or use Word
strikeout feature to cross out
classes or text to be deleted.

Use colored text to add new
classes or other information.

Verify all enrollment caps. These
do NOT roll from the last year;
rather they default to the course
cap in the ISIS Catalog. Most caps
will need to be edited.

Verify credits on variable-credit courses. If you want fixed credits, cross out the variable and add the fixed.

Double-check all short courses for dates. Dates for intensive courses do not roll; they must be added. Dates for other sessions may not roll correctly. Change dates (in color!) in the date fields and, if necessary, in the notes.

If new instructors do not have an HR ID number yet, enter STAFF.

Check all section notes.

DON'T:

Do not write over or type over any original data.

Do not delete/erase any data. Line it out.

Do not add a new section over another section in the document. The original section will not be cancelled and will remain on the schedule.

Do not add a new instructor if he/she does not yet have an HR number.

Do not alter the layout/format of the schedule draft or submit an alternative schedule document (e.g., translated into Excel). Due to the large number of schedules we receive, data should be consistently organized to facilitate processing.

PHIL 3100 001 28002 World Religions Lecture 3
Bldg: TBA **Room:** TBA **Days:** Tu **Time:** 01:40PM-04:20PM
Instructor: Scholes,Jeffrey E
Class Enrl Cap: ~~40~~-35

PHIL 3100 002 28004 World Religions Lecture 3
Bldg: TBA **Room:** TBA **Days:** M **Time:** 01:40PM-04:20PM
Instructor: Hanson,Erik Martin
Class Enrl Cap: ~~40~~-35

PHIL 3120 001 29238 Greek and Roman Myth Lecture 3
Bldg: TBA **Room:** TBA **Days:** TuTh **Time:** 12:15PM-01:30PM
Instructor: Tanner,Sonja M
Class Enrl Cap: 40

PHIL 3130 001 29247 Biomedical Ethics Lecture 3
Bldg: TBA **Room:** TBA **Days:** Tu **Time:** 01:40PM-04:20PM
Instructor: Cutter,Mary Ann
Class Enrl Cap: 40

PHIL 3160 Death and Dying W 1:40-4:20 PM Mary Ann Cutter
Cap 30

PHIL 3170 001 29240 Thories of Knowledge Lecture 3
Bldg: TBA **Room:** TBA **Days:** TuTh **Time:** 10:50AM-12:05PM
Instructor: Welshon,Robert C

Questions??? Email schedreg@uccs.edu.