

Submitting a Course Schedule

1. You will receive a spreadsheet that will have links for **all** course subject codes. This spreadsheet will come from the Registrar's Office on a pre-determined schedule.
2. Select the subject code in which you are responsible for. **It is recommended that you add your link(s) to your favorites in your browser.**
3. Courses offered for the previous Fall, Summer or Spring term will already be placed on the course scheduling form.
4. In the column of "Course Being Offered This Term?" place a Y if course is being offered for the term in which you are entering information or an N if the course is not to be offered.
5. For the first submission of courses, please enter/update the following columns:
 - a. If course is to be offered
 - b. Credits
 - c. Days and times
 - d. Reserved seats, if any
 - e. Instructor Name
 - f. Date –
 - i. NOTE: This column is to be used if the course is to be offered different dates than the advertised schedule dates as noted on the academic calendar for start and end dates. An example would be half-unit courses that are offered either first or second term or Graduate level courses that meet specific dates other than advertised dates.
 - ii. If course is being offered during regular term dates, on a regular schedule (such as every Tuesday and Thursday) you do not need to place anything in this column
 - g. Preferred Building- Consult with administrative assistant if applicable
 - h. Preferred Room- Consult with administrative assistant if applicable
 - i. Notes – examples of notes is Permission of Instructor, course restriction such as majors, or seniors. Anything you believe will help us in building the schedule into the system. Also list any comments you want to be displayed on the course search.
6. It is important to remember that as you enter information on this form it automatically saves your information. If you place your cursor on the words "Last edit was made.....by at the top of the form you will see where it states "*Every change you make is automatically saved in Drive*". You will not have to save the information after you enter it.
7. **Entering new courses:**
 - a. After you have made changes to the courses that are prepopulated, you will enter new courses on the form. New courses and sections should be added to the bottom of the list. The following information is required for all new courses:
 - i. Credits
 - ii. Days and times- TBD is acceptable if days and times are unknown
 - iii. Reserved seats, if any

- iv. Instructor Name- Approved Staff or TBD is acceptable
- v. Date –
 - 1. NOTE: This column is to be used if the course is to be offered different dates than the advertised schedule dates as noted on the academic calendar for start and end dates. An example would be half-unit courses that are offered either first or second term or Graduate level courses that meet specific dates other than advertised dates.
 - 2. If course is being offered during regular term dates, on a regular schedule (such as every Tuesday and Thursday) you do not need to place anything in this column
- vi. Preferred Building
- vii. Preferred Room
- viii. Notes – examples of notes is Permission of Instructor, course restriction such as majors, or seniors. Anything you believe will help us in building the schedule into the system. Also list any comments you want to be displayed on the course search.
- ix. **The CRN will be assigned by the Registrar's Office upon submission.**

8. Additional Notes:

- a. Any Special Topics courses must include a course title.
- b. Please do not highlight any cells or make any formatting changes to this form.**

9. Once you have made changes, and entered new courses, you will close the document.

10. The system will notify the Registrar's Office that changes/corrections/additions have been made within 5 minutes of closing the document. The Registrar's Office will make those changes/corrections/additions and will respond back to the Department Chair with an email that these changes/corrections/additions have been made. Your spreadsheet will also reflect those changes.

- a. The scheduling system will keep an audit of all changes to the spreadsheets. If a department is in need of a list of changes made to their schedule spreadsheet, please email coursescheduling@stetson.edu.

11. Once you receive an email that this was done we ask you to please go online and check your schedule. The course search/schedule should reflect the information you entered in the spreadsheet.

12. For any additional changes, use the link from step 2 and follow the same process. Emailed submissions will not be accepted except in cases where further explanation is needed.

13. If you have any questions, please send them to coursescheduling@stetson.edu.