
Building your Schedule

- *Success Tips* -

- Please make sure you wait until you have completed building all of your courses before sending any corrections to Christine
- Please be sure to include as much information as possible, when asking for corrections to be made, including the CRN#'s.(if course is already built)
- Please be sure to check for duplicate courses.
- Please make sure you are checking the GenEd Designations. If you think that a course should have a designation, please check with your department first and then let Christine know so that she can add that to the course. For topics courses, please remember that the designations do not come over automatically and will have to be added.
- Please make sure you are designating any off campus course and that it has a COI/COD attached to it. Please make sure if it is a specific program, it is designated as such; ie. Fall Semester Away, Luneburg Program, Mediterranean Program, Semester in France, Semester in Latin America, Tree Semester, etc... . This should be done when the courses are built, and we seem to have an issue with these being designated every year.
- Please remember that we cannot add an instructor to a course until they have turned in their contract to Karen Obrzut and done their paperwork with HR. Once you know these things have been done and they are in the system, please let me know and I will add them to the course.
- Cross listing – Please make sure you are proofing the titles to be sure they are displaying correctly. If they are topics courses, then the titles for each department should be the approved title for that department and then the subtitles should match.
- Please provide Aaron Stoller with a list of all Writing Intensive Course to be approved and he will forward to me and I can make those changes.



Building your Schedule

- Checklist -

Terms

Fall Terms end in 10 (202510)

Spring Terms end in 20 (202520)

Make sure you are in the Term you want

Block

Make sure you are in the correct block you want to build

Limits and Reserved Spaces (for First-Years)

Please check your limits to be sure they are correct

If it does not come up with the correct limit, and you are unable to change it, don't just leave it; please let Christine know so that it can be corrected.

***Please remember, if you request a lower limit for your course (for field trips, or abroad classes for example) you will need to get that approved through COI and Faculty before it can be changed in the schedule. ***

Standard Limits

Class Limits – 25

Class Limits w/2 Professors – 32

Language Requirement Limits – 18

Writing Intensive Limits – 12; **Must be Approved by Aaron Stoller**

Building your Schedule

- Checklist (cont'd)-

Location – Please make sure these are designated as Off-Campus with the Program

Make sure to Change the Location if you have any course that will not be taught on the CC Campus. Courses taught off campus should be listed as COI/COD.

For Example: FSA, TREE Semester, Mediterranean Semester, Off-Campus – Abroad, etc...

Instructor

If you leave blank, it will default to the “department”

Please Note: If you have a new professor, please make sure they have worked with HR and Karen Obrzut in the Dean’s Office first, as they will need an employee ID to be added to a course.

Reasons to not leave your courses without an instructor (department)

Check for courses that are listed as “department” before the block begins. The Department should let the Registrar’s Office know who is teaching those courses before it begins. COI/COD PINS do not work for courses that have this default listing due to no instructor. Many times, students are hesitant to add courses that show taught by “department”.

Prerequisite

The approved prerequisite listing will display in the prerequisite field. If this shows inaccurately or needs to be updated, keep in mind, all changes must go through the approval process (COI/Committee on Instruction and the Faculty Meeting) to be approved. With the exception of Topics courses that have not been taught 3 times. We can just add those prerequisites and block for them.

Additional Course Information

Make sure to include as much pertinent information about the course in this text field. Students make their enrollment decisions based on the information listed; particularly around extra-curricular obligations (athletics, work schedules, etc.)

- Field Trip
- Dates and Times
- Additional Charges/Fees
- “taught in English”
- Required class hours
- etc

Building your Schedule

- Checklist (cont'd)-

Consent – Consent of Instructor or Department (COI/COD)

If a Consent Indicator is selected, students are **REQUIRED** to get consent from the associated party

*When building a course, it is important to remember to select COI or COD from the “Consent” drop-down menu in Course Build. **DO NOT** type this directly into the “Additional Information Box” as this is not checked (free-text only)

1. Courses listed with COD designation will require the Department PIN which is accessible in SSB for the Chair.
2. If you have an instructor listed as “department” that needs this (COD) designation, please select “COD” (especially for Preregistration)
3. Check for duplicate COI and COD (if the “Consent” is selected but you also see this listed in the “Prerequisite” text field, let us know
4. Verbiage needs to be clear
 - a. “COI or /COD or...” if listed with “or” students can register **without** a consent if they fulfill the other prerequisites listed
 - b. “..& COI/ & COD” if listed with “and” or “&” this means the student **MUST** have the consent PIN in addition to the other listed prerequisites

Title and Subtitles

For Topics Courses, the title will display as approved. You then only need to add the subtitle.

Please make sure to add the Topics Subtitle and Description **every** time you offer the course. Please double check to ensure that **all** of your Topics Courses have Titles & Subtitles.

Example: Topics in Literature: (approved Title) David Foster Wallace (Subtitle)

Description

All approved courses should have a description. For Topics numbers, the description that carries over is the approved general topic text. Since this is not specific to the offering you are building, please make sure to add the unique description associated with the topic. (This really helps to convey the information to the student and helps with enrollment!)

Building your Schedule

- Checklist (cont'd)-

Cross-Listings

All cross listings should be built by the **parent** department only. As the other department, all that is needed is to ensure the parent department has added your department's cross-listed course number. Any changes or corrections for the cross-listed courses should come from the **parent** department & include the information for both cross-listings. Please do not build an extra section! This will result in a duplication.

****For Example:** English will build the course (Parent Department) and select Comparative Literature to cross-list with, which will read as follows (CO will then only need to proof)

10652	EN280 3331	Topics in Literature: David Foster Wallace (also listed as CO200 3331)	3 10/23- 11/15	AM 1.00	Corinne L. Scheiner	25 0 21 4 0	Armstrong Hall 231
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10651	CO200 3331	Topics in Comparative Literature: David Foster Wallace (also listed as EN280 3331)	3 10/23- 11/15	AM 1.00	Corinne L. Scheiner	25 0 21 4 0	Armstrong Hall 231
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Course Designations

If the department knows this info for Writing Intensive, please include it on the Course Grid that is submitted to the Dean's Office. Then send your proposal to Aaron Stoller during the build period, to get it approved. This will help in getting the courses listed correctly.

All **Writing Intensive** courses **MUST BE APPROVED** by Aaron Stoller. Please provide him a list of your Writing Intensive Courses, and make sure they have been submitted for approval. (You will need to do this even if the course had the designation in a previous year)

The Limit for Writing Intensive Courses is 12.

Building your Schedule

- Checklist (cont'd)-

General Education Requirements

Critical Learning through the Liberal Arts

CL: AI – Analysis and Interpretation of Meaning

CL: CP – Creative Process

CL: FR – Formal Reasoning and Logic

CL: HP – Historical Perspectives

CL: SA – Scientific Analysis

CL: SH – Societies and Human Behavior

Equity and Power

EP: G – Global

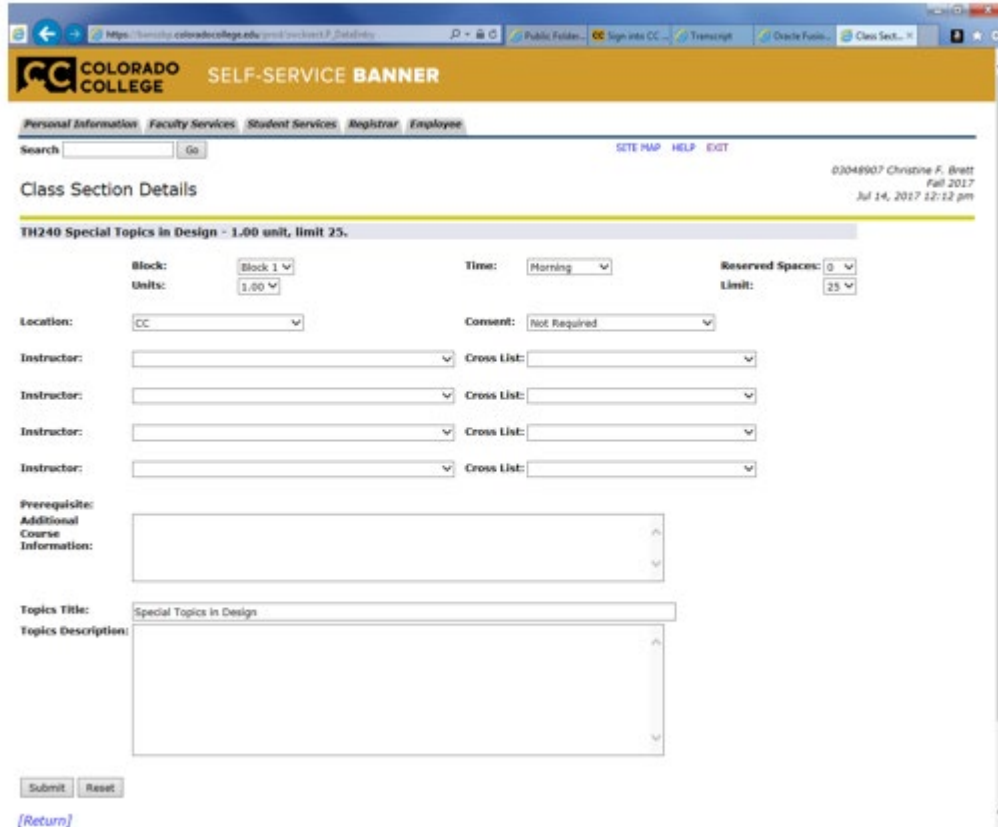
EP: US – U.S.

Check your courses for the appropriate designation. If you are not sure, check with your Department Chair.

***Please Note*:**

If you have a Topics Course, the subtitle will not show up automatically, as the topics and approvals vary. You will need to add the approved subtitle or ask the Registrar's Office to do so. All topics courses were corrected, so you should be able to add the title and description when you build. You should not have to send them to Christine unless there is still an issue. If there is an issue, please let Christine know so that she can look at the course and make the correction.

Building your Schedule - Checklist (cont'd)-



The screenshot shows the 'Class Section Details' page in the Banner system. The course is 'TH240 Special Topics in Design - 1.00 unit, limit 25'. The form includes fields for Block (Block 1), Units (1.00), Time (Morning), Reserved Spaces (0), and Limit (25). The Location is set to 'CC' and Consent is 'Not Required'. There are four rows for adding instructors, each with an 'Instructor' dropdown and a 'Cross List' dropdown. A 'Prerequisite: Additional Course Information' field is present. The 'Topics Title' is 'Special Topics in Design' and there is a large text area for 'Topics Description'. At the bottom, there are 'Submit' and 'Reset' buttons, and a '[Return]' link.

Duplicate Courses

Check for classes in the same block, with the same course number, title, or professor.

Proofing Names

Please proof the names of your Faculty to make sure they are correct and displayed the way they want. (Preferred and/or Legal Names)

Proofing Course Schedule

Administrative Assistants should proof all courses built. Please have all faculty proof their courses as well for accuracy. Please have the Department Chair proof all of the courses on behalf of the Department for accuracy.

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- Checklist (cont'd)-

FYP Courses

All First-Year Program (FYP) Courses will be built by the Registrar's Office after Preregistration. We do not want these courses to display until Preregistration is completed. Aaron Stoller, FYP Director, will provide all of this information. Any questions or concerns should go through him. Aaron can be reached at astoller@coloradocollege.edu.

Changes

Department Chairs and Administrative Assistants have access to Course Build only. Faculty/staff must go through the Department Chair/Admin for any changes to minimize confusion and to prevent duplicates. Mistakes can be corrected by the department during Course Build. After Build closes, the Registrar's Office (Christine) will need to be contacted to make any further changes or corrections. Please provide all pertinent course information to Christine; if changes are for a crosslisted course, provide info for both/all course sections with an explanation of what you are needing done.