

Schedule Build Process

Excel Sheet Editing

Effective for Spring 2025 Schedule Build

Office of the University Registrar



Schedule Sheet

[illegible]

Spring 2024

Spring 2025

Overview

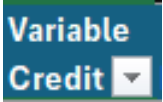
- Schedule editors will be sent Schedule Sheet at the start of each Phase.
 - Please let schedule@utc.edu know of any personnel updates.
 - Phase dates will be sent via listserv
- All courses from previous term will be copied at the beginning of Phase 1. All Phase 1 edits will be reflected in the Phase 2 Sheet.
- Phase 1 is for all edits; Phase 2 focus will be on room preferences.
- Each Phase is two or two and a half weeks long.

- Your Sheet can be submitted any time before the Phase deadline. Once your Schedule Sheet has been submitted, no more edits will be processed. Please submit additional in Phase 2.
- After the Schedule is published, edits will be accepted by the Registrar's Office through the Schedule email, please consult the **Approvals Charts** (Appendix A&B) before submitting your request to schedule@utc.edu
- The Registrar's Office enters each edit manually. The Phase structure is reserved for giving the Schedule Coordinator time for processing.

Phase 1

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Phase 1															
Action	CRN	Subj	Course	Special or Expanded Title	Section	Type	Term	Credit	Bldg	Room	Max	Class Period	UTCID	First	Last
Edited	25053	WGSS	2000	Introduction to Women, Gender, and Sexuality Studies	1	Lecture	Full		LUPH	390	30		DJV211	Gwendolyn	Kurtz
	26205	WGSS	2000	Introduction to Women, Gender, and Sexuality Studies	2	Hybrid	Full		LUPH	390	30		DJV211	Gwendolyn	Kurtz
Edited	23620	WGSS	2000	Introduction to Women, Gender, and Sexuality Studies	3	Lecture	Full		HNTR	308	30		VRX762	Mollie	Shannon
Edited	26206	WGSS	2220	Women's Health Issues	1	Hybrid	Full		DAVP	319	30		VJY271	Priscilla	Simms-Roberson
	25033	WGSS	2950	Gender Based Violence	1	Lecture	Full		540MC	111	5		WNW131	Anovia	Slaughter
	26199	WGSS	2999R	Pop Fiction and Social Media	1	Lecture	Full		3 LUPH	392	5		JZP167	Stephanie	Todd
Cancelled	26201	WGSS	2999R	Superheroes and Pop Culture Heroines	2	Lecture	Full		3 LUPH	392	6		LMG678	Jennifer	Stewart
Cancelled	26207	WGSS	2999R	Race, Gender, and Video Games	3	Hybrid	Full		3 540MG	406	4		ZWH899	Sarah	Einstein
	26202	WGSS	3270	Economics of Gender, Race and Inequality	1	Lecture	Full		FLET	213	8		LYY348	Sheena	Murray
	26362	WGSS	4550R	Topics in Women, Gender, and Sexuality Studies: Race, Class, Gender and Crime	1	Lecture	Full		3 540MC	111	6		WNW131	Anovia	Slaughter
	26204	WGSS	4550R	Topics in Women, Gender, and Sexuality Studies: Transgender Histories	2	Lecture	Full		3 LUPH	393	7		CNW885	Kathryn	Taylor
New		WGSS	4550R	Topics in Women, Gender, and Sexuality Studies: Fat Studies in YA Novels	3	Lecture	Full		3 HNTR	403	20		SQR513	Elizabeth	Pearce
New		WGSS	4550R	Topics: Gender and Sexuality in Asia	5	Lecture	Full		3 HOLT	208	4		VKW217	Fang Yu	Hu
New		WGSS	4650	Ecofeminism	1	Hybrid	Full		NLIBR	131	20		WVW854	Michael	Jaynes
New		WGSS	4885	Queer Theory	1	Lecture	Full		HOLT	204	20		HNL433	Oren	Whightsel
New		WGSS	4960	Senior Seminar	0	Lecture	Full		HOLT	125	10		MFW647	Sheena	Monds

- First, select the appropriate action from the drop-down list of the Phase Action Column: Edited, New, or Cancelled (or blank).
- Highlight Edited cells with **RED** to ensure processing.
- ~~Strikethrough~~ Cancelled courses.

- If the course has **variable credit hours**, please list the desired credit in the  column.
 - For courses that remain variable, this column will default to blank.
- Please provide the full title for Special Topics or Group Studies courses (repeatable courses).
 - Non-R (repeatable), abbreviations are acceptable .

O	P	R	S	T
First	Last	Additional Instructors	Crosslisted	Additional Information
Gwendolyn	Kurtz	GTA will be assigned		
Gwendolyn	Kurtz		ENGL 4999R	
Mollee	Shannon			
Priscilla	Simms-Roberson			
Anovia	Slaughter	Sheena Monds, MFW647		
Stephanie	Todd			
Jennifer	Stewart			
Sarah	Einstein			
Sheena	Murray			
Anovia	Slaughter			
Kathryn	Taylor			
Elizabeth	Pearce			
Fang Yu	Hu			

- Secondary and **additional instructors** should be included in the column designated for them
- Please list any **crosslisted** or **shares-space** section, even if you don't yet have a CRN

Additional Information Column

D Campus Details

- Used for **Hybrid dates.**
- Notes indicating an online course has **in-person requirements**

Exceptions

- Entering class meeting time **if exception has been approved by the provost.**

Locked Fields

- Some fields in the Sheet you are provided will be **locked** and cannot be changed:
 - **CRNs**
 - Subject and Course for existing CRNs
 - **Section numbers** for all departments except those with an online only degree program.
 - Previous Term tab

Phase 2- Rooms

- Select preferred building from the drop-down list, and type room number (if applicable).
- “**XX**” in the Bldg column indicates that the course is online
- If no room is required, please leave the Bldg field **blank**.

Bldg	Room
LUPH	390
LUPH	390
HNTR	308

Room distribution requirements can be found in the Scheduling Procedure Document

UTCID	First	Last	Back to Back?
DJV211	Gwendolyn	Kurtz	Yes
DJV211	Gwendolyn	Kurtz	Yes
VRX762	Mollee	Shannon	
VJY271	Priscilla	Simms-Roberson	
WNW131	Anovia	Slaughter	

- Use the **Back to Back?** drop-down column to indicate instructors that are listed back to back.
- If there is no indication of B-to-B, there are **no guarantees** the instructor will be scheduled in the same building.

Thank you!

Please direct all questions to schedule@utc.edu

Appendix A- Approvals Chart

Effective when Schedule goes live	Dean Approval Required	No Approval required
	Changing Days	Everything Else
	Changing Times	
	Changing Modalities	
	Remove Section with Registration (once classes have begun)	Remove Section (no registration or before classes start)

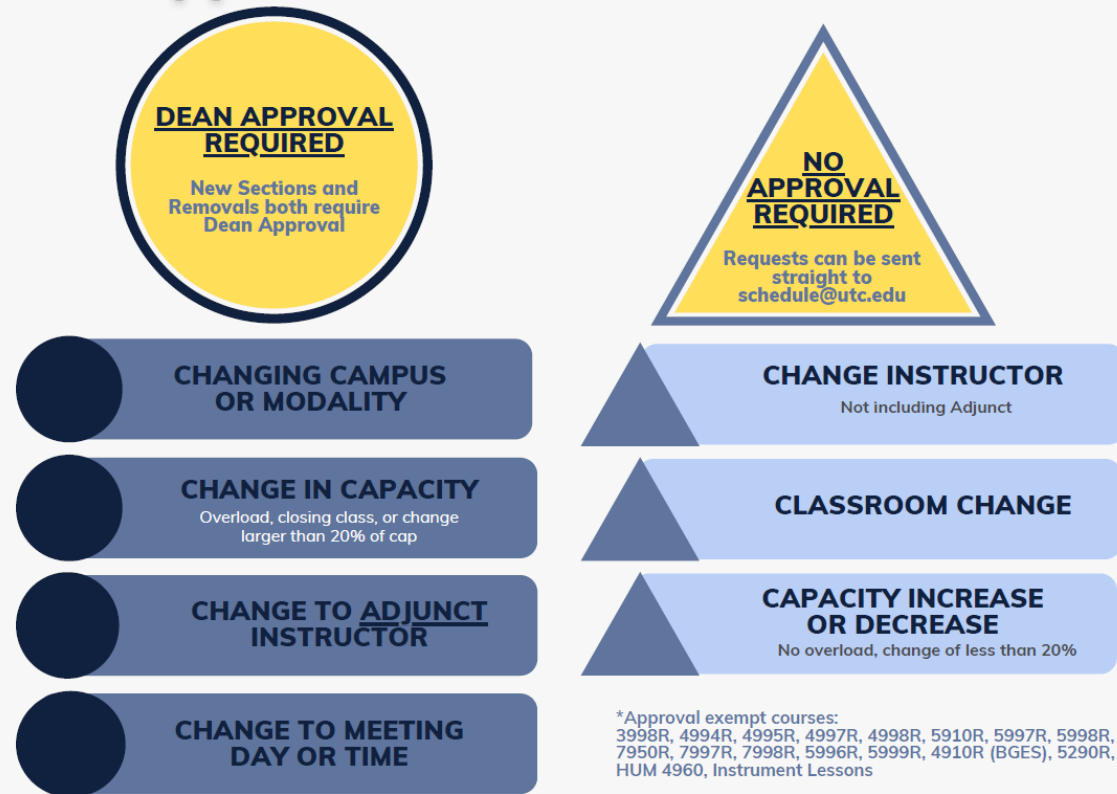
*approvals process begins when the schedule goes live

College of Arts and Sciences please see Appendix B

All 4995r courses are requested by the Honors College

Appendix B- CAS Approvals

CAS Approvals Chart



*Approval exempt courses:
3998R, 4994R, 4995R, 4997R, 4998R, 5910R, 5997R, 5998R, 7950R, 7997R, 7998R, 5996R, 5999R, 4910R (BGES), 5290R, HUM 4960, Instrument Lessons

CRN AND INSTRUCTOR ID MUST BE INCLUDED ON REQUESTS TO SCHEDULE

Appendix C- University Sanctioned Unique Section Identifiers

Section Letter	Unique Group	Group Notes/Timelines
F	A Moc's First Year (AMFY)	0 capacity; open seats given back to parent by first Monday of August; may or may not merge to parent section after 14 th day
H	University High	Mostly hidden from schedule; 11 th grade first semester pre-registered
X	Online Program students only	Active caps and published; CAS sections merged before fee payment deadline