

Completing Schedule Worksheets (Banner Rollover Reports and Section Addition Form)

Your 2012 Summer course schedule (i.e. Banner Rollover Report) was emailed to your department. If you did not receive it, please contact [Jeff Wimett](#), x4470.

Please edit the Report to reflect your departments' Summer Semester 2012 course offerings. Although we provide your 2011 course schedule as a guide, we encourage you to add and/or change your course submissions for 2012 to provide a student-centric course schedule. Helpful hints for updating the Report and completing Section Addition Forms are below.

- Remember to update each detail on the Banner Rollover Report, including dates and times.
- To assist with data entry and scheduling, please make all changes on the Banner Rollover Report in **RED**. We don't want to miss your changes!
- If you are deleting a course, make a **RED** delete line through the entire course on the Banner Rollover Report.
- When adding a new course, *or when the course number has changed*, please use the [Section Addition Form](#). If a course number has changed, delete the course on the Banner Rollover Report.
- Ensure that courses reflect changes from Common Course Numbering and the new General Education groups.
 - Common Course Numbering: umt.edu/newnumber
 - General Education: <http://www.umt.edu/registrar/students/generaledreq.aspx>
- Specify dates for Special Session courses (section number 80-99). To avoid scheduling conflicts, on-campus short courses must be scheduled during either the first 5-week session or second 5-week sessions.
- The Registrar's Office schedules classroom based on the information provided on these worksheets. If you have special classroom needs (technology, tables, specific chairs, etc.) please include these needs in the right-hand margin of the Banner Rollover Report or at the bottom of the Section Addition Form.
- When adding or changing an instructor, include Faculty Identification Numbers for each.
- If your department offers a cross-listed course, please obtain approval to offer the cross-listing from the appropriate chair. Please ensure details are identical for each cross-listing.
- Follow all [course scheduling guidelines](#) when updating or adding courses.
- **Submit all worksheets to your Dean's office by October 31.**

If you have any questions, please contact [Jeff Wimett](#), x4470.