Do’s and Don’t’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.

Questions?? Email schedreg@uccs.edu.