When preparing the final worksheet for submission to the Dean be sure to use the worksheet sent to you by the Registrar’s office in the previous round. It is critical that we continue to follow a standard process in the development of the course listings and workload data.  To that end, please take a moment to review the following guidelines as you review the worksheets carefully for any changes, omissions or additions:

* This worksheet contains standardized data elements and formatting that are critical to maintaining efficiency in the course schedule and staffing process. **Please do not change the formatting.**
* All edits to the worksheets must be highlighted in **red**.  Any edits not highlighted in **red** will not be processed. Please contact the Registrar’s office if you need any assistance with highlighting.
* If you are adding a section, please be sure to highlight the text in the entire row in **red** and indicate “New” in the Notes column.
* If you are deleting a section, please be sure to highlight the text in the entire row in **red** and indicate “Delete” in the Notes column.
* The data is sorted by faculty name, then by section/workload code.  You may change the sort order to section/workload code if it helps in the proofing process.  Please contact the Registrar’s office if you need any assistance with sorting.
* Please do not insert any blank rows or cells in the Faculty Name or Section/Workload Code columns, as doing so will eliminate the ability to sort data.
* Please note, the worksheets include Active and Pending sections (indicated in the Status column with an “A” or a “P”).  Pending sections are not visible on NazNet but may be activated if needed. Sections with a status of Pending are highlighted in green.
* Because the worksheets are intended to capture course and workload data, sections are listed multiple times if there are multiple instructors assigned.  If you wish to make a change to a course with multiple instructors, you only need to note the change once.
* Faculty from your department teaching courses from another department will be listed on that department’s worksheet.  You can indicate this in the Notes column on the worksheet.
* If you are making a change to the Faculty Contact Hours (TCH) for a section, please indicate in the Notes column if the change is an exception to the standard TCH or if it is a permanent change to the TCH for the course.
* Anything in the Comments column will appear on NazNet, so make sure that everything you want to display is there (i.e. Course Codes, special meeting times, prereqs, coreqs, course fees, hybrid/distance learning format, etc.).
* If you have any special notes or information you want to be sure your Dean or the Registrar’s office sees, please include them in the Notes column.
* Don't forget your internships and comps!
* Take special notice of course titles to make sure they reflect changes made in the current catalog.
* Any new courses or course changes submitted on the overview that have not yet been approved by your Dean through the course action request process will not be included in the worksheets.