By the end of **WEEK 2**, the schedule & course descriptions for the following quarter should be ready for the Undergraduate Study Office to proof. Please be sure these areas are complete to the best of your ability:

- There are no course time conflicts for major courses. If conflicts are unavoidable, inform Undergraduate Study.

- Topics vary course titles have been checked - if the course is the same content and title as a previous course, use the same 19 character title. (Use the Course Enrollment History tool).

- Prerequisites are activated and match catalogue.

- Restrictions are added and match catalogue.

- Cross-lists have been approved by Whitney Young (youngw@uci.edu) and added to eSOC. See the Academic Senate guidelines on cross-listing for more information.

- Courses are all assigned to rooms.

- Comments have been checked and updated for the department, and for individual courses (if they have them).

- Lectures and discussions are linked; or if discussions have been removed, the lecture has been unlinked.

- Lectures and discussions display the same number of seats and NORs (if used).

- NORs are set (mainly used for Fall qtr, or when new transfers start in Spring).

- Waitlist option is activated if needed.

- Course descriptions are uploaded to Web Content Management site by Friday of Week 2 each quarter.

- Before Fall enrollment begins (Week 4 of Spring qtr) send Tentative Course Schedule PDF to Janelle Persinger (jpersing@uci.edu)

If you have a scheduling question, START HERE:
www.humanities.uci.edu/undergrad/resources/schedule.php

Updated 8/2018