Fall 2020 Planner Open for changes January 20 – February 2

Around 1450 sections in Planner for Fall 2020. Please review sections in Planner and delete/submit to workflow for processing

Course Section Report

- Exportable
- Good way to view all courses for an Academic Unit for the chosen session
- Links to the course sections if information needs to be added
- A great resource to locate course sections that need instructors assigned, to review current enrollment counts, and review meeting patterns and class locations.

Course Cancellations

- Reviewed Office of the Registrar [Course Cancellation Best Practices](#)
- Explained student notification, suggested departments offer other section options or ask us to move students to open sections when possible/appropriate
- Send us course cancellations as soon as possible, International students and student athletes mentioned as having to meet enrollment guidelines
- Showed Schedule builder drop down on a course in Offerings Planner, best practice for department to notify those students of cancellation as well

Courses Textbook Report

- Can click directly into a section, exportable
- Displays all textbook information for courses, easy to identify courses with no textbook/resource information
- Can see courses with Extenuating Circumstances and follow up on those