

## Recommended Schedule Best Practices

Complete the following best practices checklist when creating or updating a recommended schedule for the catalog. Attach the completed checklist to the proposal in Curriculog.

### Courses

- Only courses that are required in the program and listed in the catalog can be used in the recommended schedule section of the program.
- Ensure the course semester availability listed in the course description matches the semester the course is listed in on the Recommended Schedule.
  - Ex. Course semester availability states Fall, and the course is listed under the Fall semester, not Spring, on the Recommended Schedule.
- List the courses in each semester in the order in which students should take the courses. This prioritization is used by Ad Astra software to determine which courses need to be scheduled each term and the order in which part-time students should take the courses.
- Ensure pre-requisite courses are listed in the proper order.
  - Ex. ACCT 1010 First Year Fall Semester, ACCT 1020 First Year Spring Semester (or later).
- AAS programs that require ENGL 1010 recommend this course be taken in the spring semester when possible. This will help balance the number of sections for this high-demand course. Students who need learning support reading (READ 0810) may choose either ENGL 1010 or PYSC 1030 as the co-requisite. Suggest PYSC 1030 as the preferred course (when it is acceptable for their program) to reduce the strain on the English Department.

### Language Matters

- When suggesting an elective or general education course, use the term “Preferred.”
- When students should choose from a list of courses, use the phrase “... Choose from list Above or See List Above”
  - Ex. Accounting Concentration Electives (See List Above) Credits: (6)
- If two or more courses are listed in the program using “OR,” list it in the recommended course section with the “OR.”
  - Ex. COMM 2025 Fundamentals of Communication Credits: (3) OR COMM 2045
- If the required course indicates OR HIGHER, list OR HIGHER in the recommended schedule.

### Credit Hours

- Ensure enough credits are listed each semester to allow students to qualify for financial aid.
- Ensure the semester totals and overall total are correct – they must match the semester and program totals.
- Try not to overload the first semester. This will help students get acclimated to college life and not feel overwhelmed.