**Course Schedule Submission Form Guidelines**

1. Fill in highlighted areas on the *Course Schedule Submission Form* with your course information. You may want to do a ‘Save As’ at this point and make this your blank template for future usage. SAMPLE:



1. You can add any other columns/information that will make copying and pasting to/from BBL easier for you – so long as the information for the columns shown above is there.
2. Please be sure to show all information for each of the 5 columns:
	1. For Session TYPE: Session TITLE – use the Session Types listed at the top of the form:

 **\*\*Session Type:** Lec, Lec w/pat, Conf, Lab, Exam, Clinic, Sm Grp, Sim, Review, Opt Review

* 1. A typical session entry might look as follows:



1. *Please show Exam Reviews as a separate scheduled entry.*
2. NEW: Please indicate new sessions by placing an ”X” in the New Session Column.
3. For corrections, please make changes on a copy of your original schedule submission, highlight the changed information, *change the version date*, and send the page(s) with the correction(s) to me via email.

SAMPLE:



1. At the end of your schedule, please feel free to include any special notes.

EXAMPLE:

NOTE: please reserve Small Group Rooms 15 minutes before and after each session start time/end time to allow for set-up and breakdown of space.

1. **NEW:** ***ALL SMALL GROUP ROOM LOCATIONS MUST SHOW #OF ROOM NEEDED AND IF YOU NEED TECH OR NOT:***

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1. Please submit all completed forms via email to: angela.grubert@umassmed.edu and please be sure to ‘cc’ Sue Gagliardi for FOM 1 and Tom Smith for FOM 2.