



Winter 2021 | Spring 2022 Targeted Roll Instructions

Targeted roll requests must be submitted by May 28, 2021

Like the last scheduling cycle, the Winter 2021 and Spring 2022 terms will be rolled from two years previous (Winter 2019 and Spring 2020) to help us return to standard course offerings. You can request a "targeted roll" of specific courses to accommodate changes that have occurred between the years, or for new academic programs or offerings.

Instructions

1. Open the Excel document for the term into which you wish to have courses rolled.

Targeted 2205 to 2215 Roll Requests

Targeted 2211 to 2221 Roll Requests

2. If needed, enable editing.

PROTECTED VIEW Be careful—email attachments can contain viruses. Unless you need to edit, it's safer to stay in Protected View. **Enable Editing**

3. From the "Subject" dropdown filter in Column B, select the subject(s) you wish to review.

The screenshot shows an Excel spreadsheet with columns A, B, C, and D. Column B is labeled "Subject" and has a dropdown arrow. Below the spreadsheet, a dropdown menu is open, showing a list of subjects with checkboxes next to them. The subjects listed are: (Select All), ACBS, ACCT, AED, AFAS, AGTM, AIAR, AIS, and AME. All checkboxes are checked. The dropdown menu also includes options for sorting, sheet view, and text filters. At the bottom of the dropdown menu are "OK" and "Cancel" buttons.

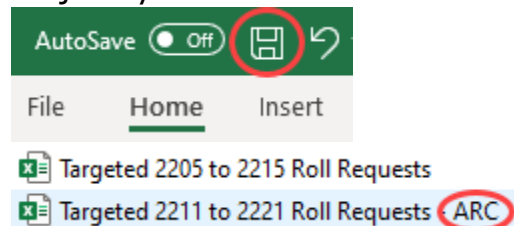
4. In column G, change the value from "No" to "Yes" for any courses you wish to have rolled into the new term. We will also roll the courses from other subjects that were previously combined

with the courses you select.

	A	B	C	D	E	F	G	
1	Term	Subject	Catalog	Campus	Course ID	Offer Nbr	Roll to 2221?	Compl
83	2211	ARC	121	MAIN	041247	1	No	
84	2211	ARC	131A	MAIN	041265	1	No	
85	2211	ARC	131B	MAIN	041266	1	No	

	A	B	C	D	E	F	G	
1	Term	Subject	Catalog	Campus	Course ID	Offer Nbr	Roll to 2221?	Compl
83	2211	ARC	121	MAIN	041247	1	Yes	
84	2211	ARC	131A	MAIN	041265	1	No	
85	2211	ARC	131B	MAIN	041266	1	No	

- After you have finished making your selections, save the Excel document by clicking the diskette icon at the top left of the window. Change the name of the saved file to include the subjects you reviewed.



- Email the file to rcshelp@arizona.edu for resolution.

Important Notes

- GLBD campus and VETM career from the like term one year prior are not included in the Excel document because they have already been rolled.
- A previously combined course will be indicated with a "C" for combined or "S" for section in column H.

	A	B	C	D	E	F	G	H
1	Term	Subject	Catalog	Campus	Course ID	Offer Nbr	Roll to 2221?	Comb Sect
83	2211	ARC	121	MAIN	041247	1	No	
84	2211	ARC	131A	MAIN	041265	1	No	
85	2211	ARC	131B	MAIN	041266	1	No	
86	2211	ARC	441	MAIN	007600	1	No	C
87	2211	ARC	471S	MAIN	007623	1	No	C
88	2211	ARC	535	MAIN	041557	1	No	C
89	2211	ARC	471S	ONLN	007623	1	No	C

If no subject is listed to the right, then the course was combined with another course from the same subject. Sections of courses that are target rolled are **not** automatically recombined into their previous combinations. You will need to review the like term from one year prior to determine which courses need to be part of the combination you will recreate. Retain a copy of this file to identify more easily which of your selected courses will need to have combinations recreated.