Click below on the link for the file you want to work on.

In the pop-up <u>Warning window</u>, select **Save it to disk**. (You can also select "Open it," if you prefer, but the file will be given a random file name. File naming conventions may be easier kept if you first save the file to disk.)

In the <u>Save As...</u> window, specify an appropriate location where you would like to save your file.
Give the file the following name:

SSRS_*DPT_mm-dd-yy*.xls (Summer Scheduling Request Sheet) (EXCEL)
SSCF_*DPT_mm-dd-yy*.xls (Summer Section Correction Form) (EXCEL)
DPT   Official three-letter department code (uppercase)

mm-dd-yy   Today's date in the following format: 01-31-03

Open the file from its saved location and fill it out in Excel.
Hint: Use Tab and Shift-Tab to maneuver among the cells.

Close and save the file. (The file must be closed and saved before attaching it to an email.)

Send the form electronically (files submitted electronically do not require the signature of the Chair and/ or the Dean and will be accepted from appropriate designee)**.**

College of Arts & Sciences Departments - Attach the file to an email to <u>Cindy Endres</u>.

All other departments – Attach the file to an email to appropriate Dean's Office designee. After review and approval, file should be forwarded to <u>Summer Sessions Coordinator</u>.

Hint: To verify that your file has been received by the College Office, choose the delivery confirmation option in your email program.