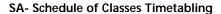




To minimize the amount of checking to be done by the Scheduling Office, this checklist has been created to help you double-check your timetable.

- ✓ Session ensure your session dates are the same on the basic data and meetings page
- ✓ Class Section numbers, 01, 02, etc. for lectures, B01, B02, etc. for labs, S01, S02, etc. for seminars, T01, T02 etc. for tutorials
- ✓ Start and End Dates for Non-Standard Classes
- ✓ Component all approved components have been scheduled.
- ✓ Associated Class
- ✓ Instruction Mode
- ✓ Course Topic ID's for informal decimalized courses
- ✓ Class Attributes
- ✓ Meeting Patterns
- ✓ Class Status
- ✓ Enrollment Capacity
- ✓ Wait List Capacity
- ✓ Auto Enroll Sections
- ✓ Notes these are for students, not instructions for Scheduling.
- ✓ Preferred Facility has been indicated on Class Comments, as well as any courses that require back to back rooms, fees, etc.
- ✓ Combined Sections ensuring that if the courses were combined last year and not this year, that
 the combined sections are removed in maintain schedule of classes and the combined sections
 table

Each page within the Maintain Schedule of Classes component has been attached and is followed by a brief explanation of what each field pertains to if you are uncertain as to what they mean.







Tip: Run the Detailed Class Schedule Report via Excel or use the Detailed Class Schedule (Old) if your preference is to work with pdf. These reports are used as a reference to see what has been rolled over from the previous term.

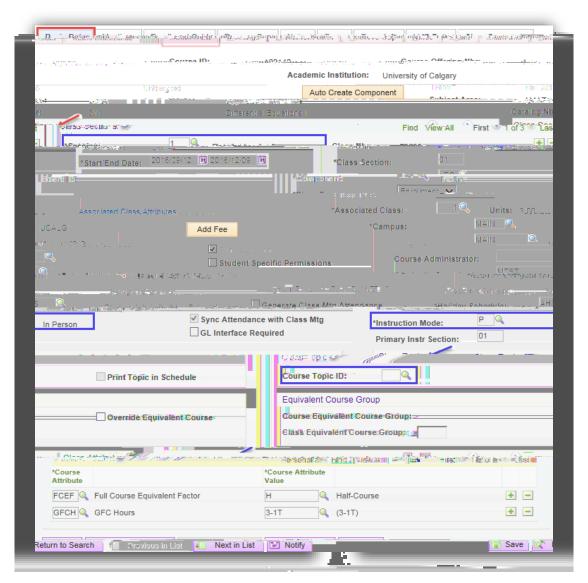


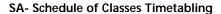
Please check titles, GFC hours and prerequisites of all courses. Advise the Scheduling office if any variances are found.

Make sure all sections no longer being offered are deleted and all tentative sections are made 'Active' or 'Cancelled'. All 'Cancelled' sections should be removed (reference the Timetabling job aid – Deleting Sections).

Please let Scheduling know if you have any questions or concerns.

Basic Data







Note: Multi-term courses should be scheduled as Part A & Part B sessions, <u>not</u> Regular Academic. When choosing the class, make sure you select the class with A/B after the number and not the mother course (A/B does not display after the number).

• QatarNurse – this session has been set up for the sections taught in Qatar, please do not use.

Class Section

- Lectures should be numbered 01, 02, 03, etc. and should start over with 01 in the Winter term (Lectures do not require an L before the section number).
- Labs are numbered using B01, B02, B03 etc. and should start over with B01 in the Winter term.
- Tutorials are numbered using T01, T02, T03 etc. and should start over with T01 in the Winter term.
- Seminars are numbered using S01, S02, S03 etc. and should start over with S01 in the Winter term (seminars are a new component in PeopleSoft and have not been used previously in SIS, they only apply to courses that have GFC hours that contain a seminar such as 3S-0).

Start and End Dates

These are only changed for classes in the following sessions (please change the dates on both the Basic Data Page and the Meetings Page):

- Group Study Program
- Non-Standard

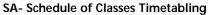
Component

Ensure that all approved components have been scheduled for a course. For example, if a course is approved as 3-1T-2, a lecture, tutorial and lab must be scheduled.

Class Type

- Enrollment this is normally the section that students use to register.
- Non-Enrollment this is normally the accompanying component, most usually the lab component.
- It is important to note that the lecture component may not always be the enrollment

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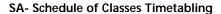




- Associated Class number is also important for courses that have different sections restricted to
 different majors/minors. For example if a course has four lecture sections and each one is
 restricted to a different major, each section must have a different associated class so that the
 restriction can be applied at the section level. If each section has a different associated class
 number, then students are also able to waitlist for any of the sections.
- Topics courses have a requirement of separate class associations. Each offering of a Topics course <u>must</u> have its own class association.

Campus

- Main classes that are offered on campus.
- Off-Campus classes that are offered off the main campus an outside location can also be specified in the **Location** field. Walm praise 0. **Quark for \$\text{shall (\$\text{pa} \text{shall (\$\text{pa} \text{shall (\$\text{pa} \text{shall (\$\text{pa} \text{shall (\$\text{pa} \text{shall (\$\text{shall (\$\text





Course Topic ID

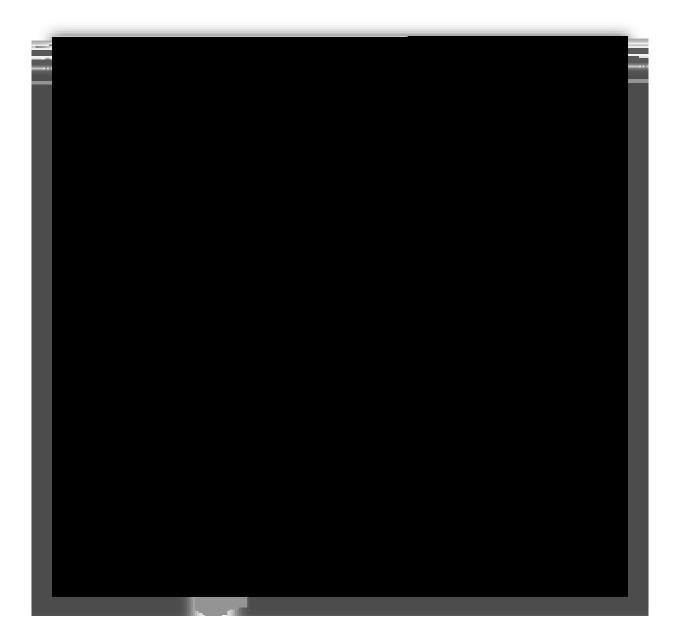
Courses that are informally decimalized (have the notation "MAY BE REPEATED FOR CREDIT" in
the University Calendar, are scheduled as topics courses. The parent (mother) title will be
scheduled and then each different topic will be associated to a <u>different</u> Class Section
number. This means you could potentially have 20 or more class sections for a course if it can
be taught with numerous topics each term. (See Associated Class)

Course Supplementary Fees

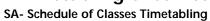
• Please ensure that a Course Supplementary Fee request has been submitted via the Scheduling website with a budget attached. Please indicate if this is a new fee or a renewal. In the class notes, please use note number 0004 to indicate supplementary fee for the students. Please indicate that a supplementary fee has been requested via the scheduling website in the class comments also. The Add Fee Add Fee field will show as Update Fee if the fee has been added.



Meetings

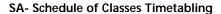


- **Facility ID** used to indicate department controlled space if being used, otherwise leave blank for the Registrar's Office to assign a room.
- **Pat** this field can be used to select the days of the week. By using this, the Mtg End time will default in and the days of the week will be populated.
- Mtg Start the start time of the class section.
- **Mtg End** the end time of the lecture.
- MTWTFSS represent the days of the week the class is offered.
- Start/End Dates must be the same as the dates on the Basic Data Page





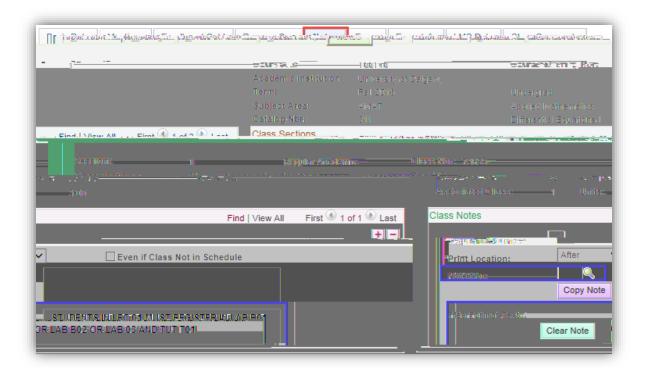
Course Instructors who are Approvers may have:





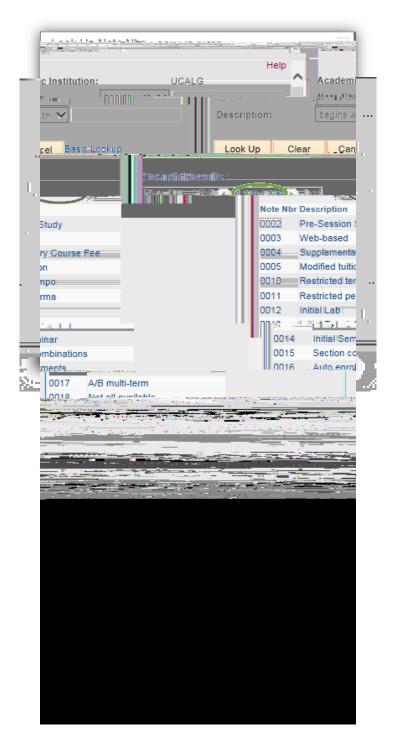
Notes

These are notes that are displayed to students in the Class Search



• **Note Nbr** – notes can be predefined by the Scheduling Office to save inputting and to ensure consistency for common notes. There is a list of pre-defined notes, however if departments find they require a pre-defined note that is not listed, please contact the Scheduling Office.





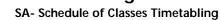
Free Format Text: - this is another type of note to display for students and allows the user to
enter up to 254 characters. For example, GSP (Group Study Program) session courses should
have a note indicating the course is Group Study program e.g. LEC01 – Group Study Program
– SPAIN.





Exams and Exam Scheduling

For assistance with Exams and Exam Scheduling where several job aids and online learning are posted, please navigate to Exams and Exam Scheduling at: https://www.ucalgary.ca/ittraining/student-administration





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• **Preferred Facility** – if the class requires Centrally Controlled Space (Registrar's Room), specify that here. It does not guarantee that the class will be assigned that room during the optimization process, at this point this is a 'requested' room only.

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