

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.

# Timetabling Checklist

## SA- Schedule of Classes Timetabling



**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







- 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 must 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. ~~Call (403) 275-1038 for more information.~~

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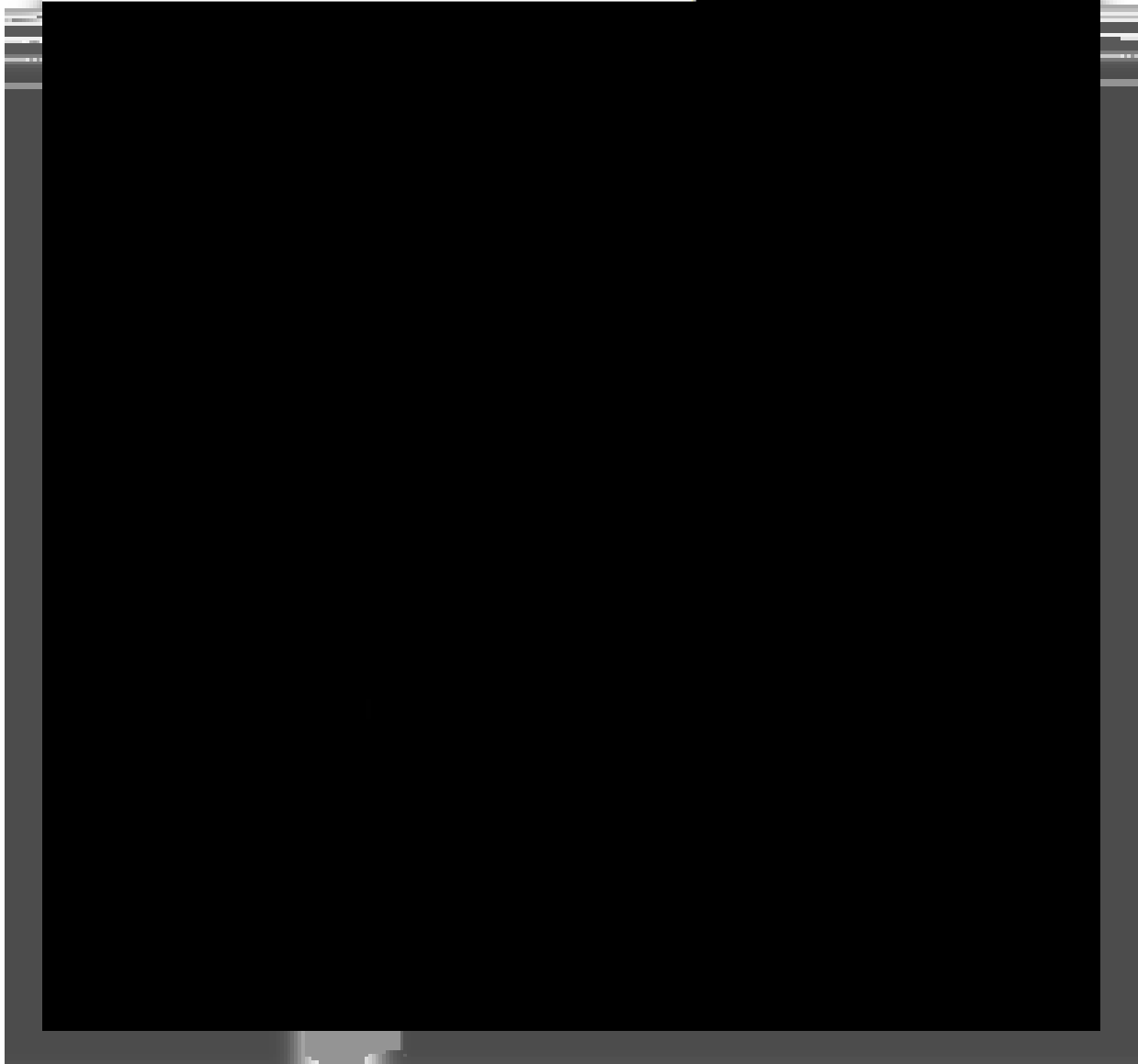
## Course Topic ID

- 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 different 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  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.
- **M T W T F S S** – 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





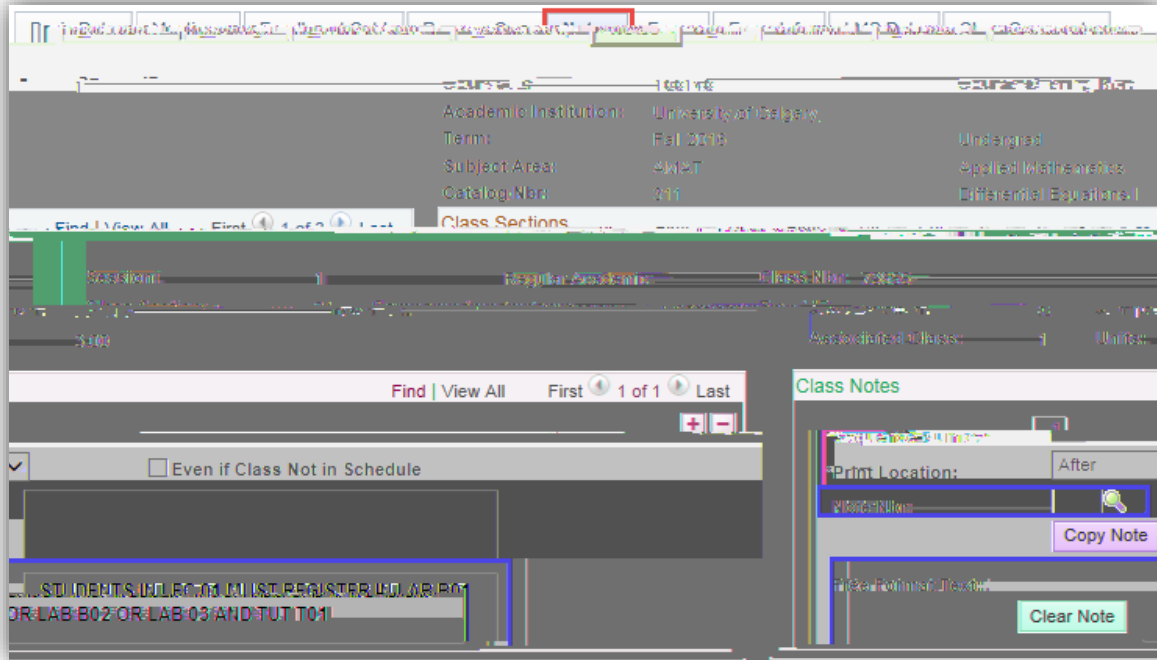
Course Instructors who are Approvers may have:



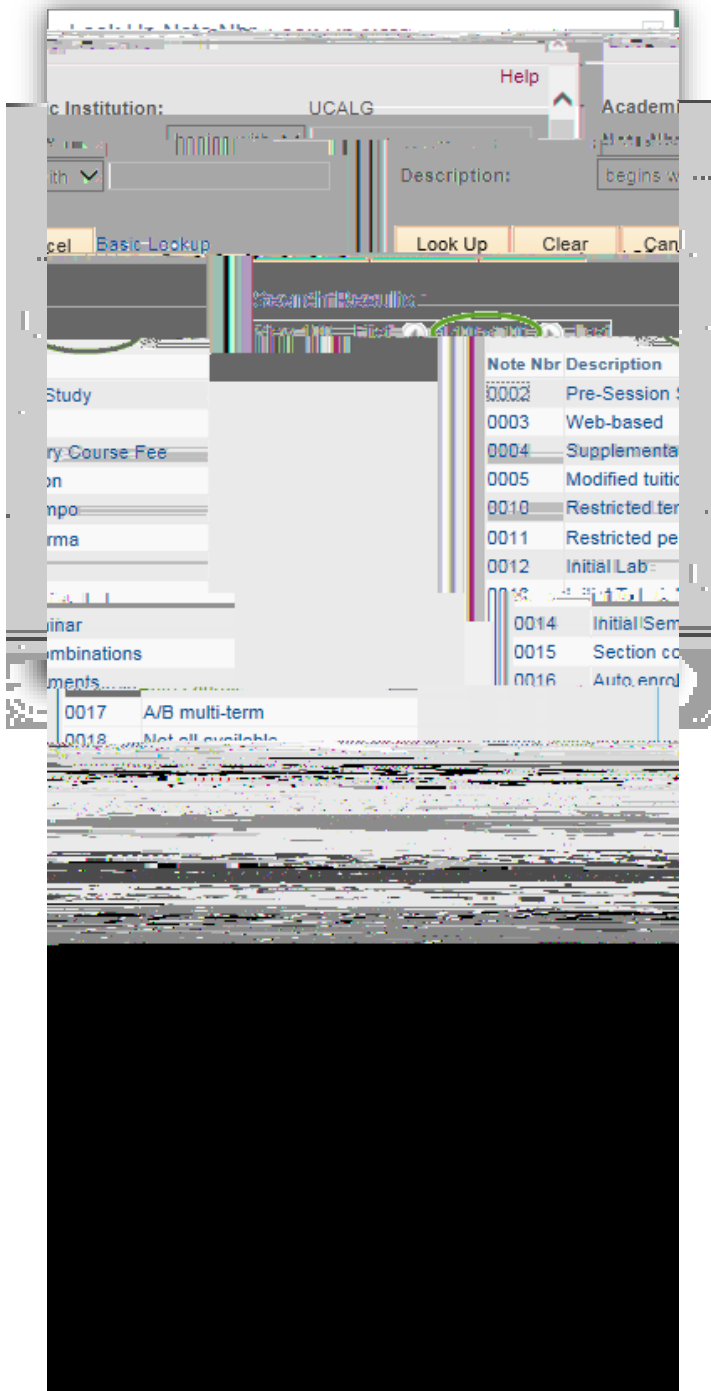


### Notes

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.

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SA- Schedule of Classes Timetabling

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## 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>

## Class Comments

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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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