

SA - Timetabling

The following lesson will display the steps required to maintain classes in Curriculum Management. Schedulers/timetablers can maintain an existing class that has rolled over from the previous term. It is recommended to run a Detailed Class Schedule to consult to enable you to view what was previously scheduled. For instructions, please consult <u>www.ucalgary.ca/ittraining</u>

- 1. Click the Curriculum Management link. ▷ Curriculum Management
- 2. Click the Schedule of Classes link. Schedule of Classes
- 3. Click the Maintain Schedule of Classes link. Maintain Schedule of Classes
- 4. Enter applicable search criteria to locate the class you wish to maintain. Press Enter or Search.

Find an Existing Value								
Maximum number of rows to return (up to 300): 300								
Academic Institution:	= 💌	UCALG	Q					
Term:	= •	1999	Q					
Subject Area:	= 🔻	10110	Q					
Catalog Nbr:	begins with 😾]					
Academic Career:	= 🔻		-					
Campus:	begins with $~ extsf{ heta}$		Q					
Description:	begins with $~ extsf{ heta}$]					
Course ID:	begins with $~ extsf{ heta}$		Q					
Course Offering Nbr:	= 🔻		Q					
Case Sensitive								
Search Clear	Basic Search	Save Search Criteria	1					

Click the **Search** button.



5. On the Basic Data tab ensure the session, class section, class type, associated class, start/end dates, campus location and instruction mode are correct. Most courses are held on Main Campus; however, if not then change the location to Off-Campus. Course Administrator is not required.

Basic Data Meetings	Enrollment Cntrl	Reserve Cap	<u>N</u> otes E <u>x</u> am	Exam Info	LMS Data	Class Comments
Course ID: Academic Institution: Term: Subject Area: Catalog Nbr: Class Sections *Session: *Class Section:	100017 University of Calgary Winter 2013 ACCT 317	Cour Unde Acco Introd	se Offering Nbr: ergrad unting ductoryFinancialAcc Class Nbr: *Start/End Da	1 countin 11342 ate: 2013/01/	Auto Cre ind View All Find View All 708 [3] 2013/04	inst 🔹 1 of 8 🕑 Last
*Component:	LEC Q Lecture		Event ID:	0000552	37	
*Class Type: *Associated Class: *Campus: *Location: Course Administrator *Academic Organization Academic Group: *Holiday Schedule: *Instruction Mode: Primary Instr Section: Class Topic	Enrollment Unit MAIN MAIN MAIN HA HA HA HA OI	s: 3.00 UCALG Main UofC Cam Haskayne Scho Haskayne Scho Student Admin In Person	ol of Business ol of Business Holiday Schedule	Add Fr Sched Stude Dynar Gener Sync J GL Int	ee dule Print nt Specific Per nic Date Calc F rate Class Mtg Attendance wi erface Require	rmissions Required Attendance th Class Mtg ed
Course Topic ID:				Print	Topic in Sched	lule
Equivalent Course Gro Course Equivalent Co	oup ourse Group:			Overn	ride Equivalent	Course

6. Click the **Look up Campus** button and click the **Off-Campus** link if the course is taught Off-Campus or Web-Based.

Off-Campus

Look	Up Campus)
					Hel
Acader	nic Institution:		UCALG		
Campu	is: beg	ins with 🗸			
Descrip	otion: beg	jins with 🗸			
Short D	Description: beg	ins with 🗸	1		
Look Search	Clear Clear	Canc	el Bas	sic Lookup	
View 10	00	First	1-3	2 of 2 🕑 Last	
Campus	Description	Short D	escription	Location Code	
MAINE	University of Calo	ary UCALG)	MAIN	
MAIN	onitroiting of ourg				



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 Click the Look up Location button. There are several off campus locations. Scroll down to view the entire list. If it is a Web Based Course then set the Campus to Off and select WEB BASED Web Based Course from the drop down menu.

Look Up				×
UCALG	OFF	MARITIMES	Maritimes	
UCALG	OFF	MEDICINHAT	Medicine Hat	
UCALG	OFF	METIS	Metis	
UCALG	OFF	MEXICO	Mexico	
UCALG	OFF	OFFSITE	Off-Site	
UCALG	OFF	OLADE	Olade	
UCALG	OFF	OLD SUN	Old Sun	
UCALG	OFF	OLDS	Olds	
UCALG	OFF	PAN CDN	Pan Canadian	
UCALG	OFF	PEACE RIV	Peace River	
UCALG	OFF	PERU	Peru	
UCALG	OFF	PRAGUE	Prague, Czech Republic	
UCALG	OFF	QATAR	Qatar	
UCALG	OFF	QUITO	Quito	
UCALG	OFF	RED CROW	Red Crow	
UCALG	OFF	REDDEER	Red Deer	
UCALG	OFF	SAIT	SAIT Campus	
UCALG	OFF	SIKSIKA	Siksika Nation	
UCALG	OFF	SLAVE LAKE	Slave Lake	
UCALG	OFF	SPAIN	Spain	
UCALG	OFF	STAND OFF	Stand Off	=
UCALG	OFF	STRATHMORE	Strathmore	
UCALG	OFF	VANCOUVER	Vancouver	
UCALG	OFF -	WEB BASED	Web Based Course	
UCALG	OFF	WINNIPEG	Winnipeg	
				-
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8. The Instruction Mode must be indicated as some fees are tied to this field. The default is P = In Person. Click the **Look up Instruction Mode** button. A list of Instructor Modes will display. If WEB BASED instruction was selected in Location then **WW Web-Based Instruction** must be selected here.

Look Up In:	struction Mode	×
		Help
Academic Inst	itution: UCALG	
Instruction Mo	de: begins with V	
Description:	begins with V	
	Jogno mart.	
Look Up	Clear Cancel Basic Lookup	
Search Resu	ults	
View 100 F	irst 🕙 1-14 of 14 🕑 Last	
Instruction Mod	le Description	
BL	Blended Learning	
со	Co-op	
DE	Distance Education	
DR	Directed Research	
EP	English Language Program	
FS	Field School	
IP	IPOD Presentations	
IR	Independent Research	
IS	Independent Study	
IT	Internship	
P	In Person	
PR	Practicum	
SP	Senior Project	
WW	Web-Based Instruction	



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9. Click the **Meetings** tab. The Meetings tab allows schedulers to schedule times/dates for class meetings, assign instructor(s) and book facilities. Schedulers will manually have to check and correct class start time. Facility ID is used to indicate department and Registrar controlled space.



Note: If assigning a new Facility ID, you <u>**MUST**</u> remove the previous Facility ID and meeting pattern by using the minus "-" sign. This will remove the previous Facility ID from the class association. Press **Save** and enter the meeting pattern information again including the new Facility ID location. This will avoid possible conflict messages when attempting to save the updated information.

You may use the Pat Lookup tool or you can manually check the days of the week. TBA (To Be Announced) will be displayed if days and times are not entered. **Classes that are TBA will have to be requested and approved via the scheduling website. Grad courses that are TBA must be updated with days, times and durations by the first week of September or January or approval is required.**

Basic Data Meeting	s <u>E</u> nrollment Cntrl	Reserve Cap Notes Exam Exam Info LMS Data Class Comments
Course ID: Academic Institution:	100017 University of Calgary	Course Offering Nbr: 1
Term:	Winter 2013	Undergrad
Subject Area:	ACCT	Accounting
Catalog Nbr:	317	IntroductoryFinancialAccountin
Class Sections		Find View 1 First K 1-8 of 8 Last
Session:	1	Regular Academic Class Nbr: 11342
Class Section:	01 Component:	Lecture Event ID: 000055237
Associated Class:	1 Units:	3.00 When changing the Facility ID, delete the entire Meeting Pattern by pressing the minus sign, then SAVE, enter the new Facility ID and the meeting pattern details.
Meeting Pattern		Find View All First 🚺 1 of 1 🗪
Facility ID C	Capacity Pat Mtg Sta	INT Mtg End M T W T F S S *Start/End Date
000 000		
011 200	80 MW Q 14:00	
SH 268	80 MW Q 14:00	15:15 V V 2013/01/08 2013/04/16 Image: Second se
SH 268	80 MW Q 14:00	15:15 Image: Construction of the second se
SH 268	80 MW Q 14:00 Topic ID: Q	15:15 Image: Contact Hours Free Format Image: Contact Hours
SH 268	80 MW Q 14:00 Topic ID: Q	Topic: t Topic On Transcript Contact Hours Customize Find View All I First I 1-2 of 32 Last
SH 268	80 MW Q 14:00 Topic ID: Q	15:15 Image: Contact Hours Customize Find Image: Customize Find
SH 268	80 MW Q 14:00 Topic ID: Q Print ng Pattern Name	15:15 Image: Contact Hours Customize Find Image: Customize Find *Instructor Print Access Contact
SH 268	80 MW Q 14:00 Topic ID: Q Print ng Pattern Name	15:15 Image: Contact Hours Topic: Topic On Transcript Customize Find View All Image: Contact Hours Customize Find View All Image: Contact Image: Hours Image: Customize Find Customize Find View All Image: Contact Image: Customize Find View All Image: Contact Image: Customize Find View All Image: Contact Image: Customize Find Customize Find Image: Cus
SH 268	80 MW Q 14:00 Topic ID: Q Print ng Pattern Name	15:15 Image: Contact Hours Customize Find Image: Contact Hours Customize Find Image: Customize Find Image: Customize F
SH 268	80 MW (14:00) Topic ID: Print ng Pattern Name	15:15 Free Format Topic: topic On Transcript Customize Find View All I I First I 1-2 of 32 Instructor Print Access Contact Admin Customize Find I I I first I 1 of 1 Last



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10. Click the **Look up Pat** button. Pre-selected meeting patterns will be displayed. Select the applicable meeting pattern.

View 100	First ┥ 1-8 of 8 🕟 Last
Standard Meeting F	Pattern Description
MF	Monday, Friday
MW	Monday, Wednesday
MWE	Monday, Wednesday, Friday
<u>s</u>	Saturday
<u>TR</u>	Tuesday, Thursday
WE	Wednesday, Friday

11. The Start/End Dates should match the dates on the Basic Data tab. **Note**: Do not change the Topic ID, Free Format text field and Print Topic on Transcript Field as this impacts how the student transcript appears. Only exception to the Free Format field would be to indicate if the course was taught in another language (e.g. French).

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Facility ID	Capacity Pat Mtg Start	t Mtg End M T	WTFSS	*Start/End Date	
SH 268	Q 80 MW Q 14:00	15:15		2013/01/08 🛐 2013/04/1	6 🗑 🔎
SH 268	Topic ID:	Free Format Topic:	X		
m	Print T	Topic On Transcript	<u>Contact U</u>	PUITS	\sim

- 12. To view a list of Instructors for Meeting Patterns click the View All link. Click the View All link.
- 13. Scroll down the list to view the instructors associated with this course. Only instructors associated to the Academic Organization will be displayed (e.g. ACCT). Any instructor that has been assigned to a class section will be entered here. To add another instructor Click the **Add a new row** button.

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111116881	Q	Souther Sections -	Admin	-	Grade 👻		+	-
11011048	Q	WHERE A REPORT OF STREET	Admin	-	Grade 👻		+	-
0000776	Q	There, Bearing Charge	Admin	-	Grade 👻		+	-
	Q		Prim In:	-			+	-
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- 14. Click the **Look up ID** button. Enter any search criteria you have either Empl ID, Last Name and/or First Name and press Enter or Lookup.
- 15. If the instructor was setup correctly and associated to the class type they should appear on the list. Click on the **Name** link.



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16. Click the **Instructor Role** list. A list of Instructor Roles will display. Select the applicable instructor role.



Admin - access to grade and assign ability to others to approve and post grades
Alternating - 2 or more instructors are teaching the same section (not concurrently in classroom)
Coordinator - used for people who are lab coordinators
Primary Instructor - only one instructor is teaching a section
Reader/Demonstrator - markers or general assistants
Simultaneous - 2 or more instructors are teaching the same section (concurrently in classroom)
Teaching Assistant - used instead of Primary in place of instructor in a lab or tutorial
Note: Do not enter more than one Primary Instructor per section.

17. The Print checkbox must be selected if you wish the instructor to be displayed in the Class Search. Click the **Print** object.



18. Click the Access list. Access will be displayed. App & Post should be selected for Grade Approvers. Grade should be selected for any instructors. Instructor access should be set to Grade to ensure they have access to their class roster, grade roster and teaching schedule via the Faculty Centre. Registrar is reserved for Enrolment Services and shouldn't be selected.



- 19. Click the **Workload** link. The Load Factor (Workload) indicates a percentage of time spent in the classroom teaching. For example, the primary instructor percentage of time spent could be equal to 100.
- 20. Click the **Enrollment Cntrl** tab. Class Status can be changed, however when changing status make sure it is changed for all associated classes (labs, tutorials). Please let the Scheduling Office know if you change status for large core classes.



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Add Consent defaults from the Course Catalog. However if your prerequisite is Consent of the Department (Dept Cnsnt) and it is not listed here, please notify the Scheduling Office to add this. **DO NOT ADD YOURSELF**. For this example we will not change anything.

If you require a room larger than the enrollment capacity, enter a note on the Class Comments tab. Enrollment Capacity indicates the class section capacity. Every class section requires an Enrollment Cap in order for a room to be assigned.

**Rule**: No Cap = No Room

Course ID:       100017       Course Offening Nbr:       1         Academic Institution:       University of Calgary       University of Calgary         Term:       Winder 2013       Undergrad         Subject Area:       ACCT       Accounting         Catalog Nbr:       317       Introductor/FinancialAccountin         Endotment Control       Introductor/FinancialAccountin       Introductor/FinancialAccountin         Session:       1       Regular Academic       Class Nor:       11342         Class Section:       01       Component:       Lecture       Event ID:       000055237         Associated Class:       1       Units:       3:00       Imponent Class       0pin         *Class Status:       Charse Status:       Open       120       Total         *Class Status:       File Consent       Requested Room Capacity:       120       Total         *Class Type:       Enrollment Capacity:       120       Total       0         *Class Enroll Section:       Wait List Capacity:       120       0       0         2nd Auto Enroll Section:       Minimum Enrollment Nbr:       0       0       0         Auto Enroll Section:       Minimum Enrollment Enrollment Nbr:       0       0       0	asic Data Meetings	Enro	Amerit Crist	Beserve Cap 1	jotes Egam	Exam Info	LMS Data	Class Commen	50 Net	Window	? Help	.S. rate
Enclament Control     Enclament       Session:     1       Class Section:     01       Opponent:     Lecture       Session:     1       Class Section:     01       Component:     Lecture       Session:     1       Class Status:     Class Non:       Class Status:     Class Non:       Class Type:     Enroltment       Enroltment     Enroltment Status:       Open     Total       *Add Consent:     To Consent •       Prop Consent:     No Consent •       No Consent:     No Consent •       Status Enroltment Status:     Open       Open     Total       *Add Consent:     No Consent •       Enroltment Capacity:     10       Total     No Consent •       No Consent:     Wait List Capacity:       2nd Auto Enrolt Section:     Minimum Enroltment Nbr:       Auto Enrolt from Wait List     Cancel if Student Enrolted	ourse ID: cademic Institution: erm: ubject Area: atalog Nbr:	100017 Universit Winter 20 ACCT 317	ty of Calgary 013	Cours Under Accou	e Offering Nbr: grad rding idoryFinancialA	1 countin						
Session:       1       Regular Academic       Class Nor:       1342         Class Section:       01       Component:       Lecture       Event ID:       000055237         Associated Class:       1       Units:       3:00       Imponent:       000055237         *Class Status:       Active       0       Imponent:       000055237         *Class Status:       Active       Imponent:       000055237         *Class Type:       Enrollment       Enrollment Status:       Open         *Add Consent:       No Consent       Requested Room Capacity:       120         *Drop Cossent:       No Consent       Enrollment Capacity:       120         *Ist Auto Enroll Section:       Wait List Capacity:       0       0         2nd Auto Enroll From Wait List       Cancel if Student Enrollment Nbr:       0         Resection to Section:       Cancel if Student Enrolled       0	aroliment Control					£r	divent in	10 44 (H D L)				
*Class Status:       Clove       Clove         Class Type:       Exroliment       Enroliment Status:       Open         *Add Consent:       *No Consent       120       Total         *Drop Consent:       No Consent       Enroliment Capacity:       120       Total         *Drop Consent:       No Consent       Enroliment Capacity:       75       56         1st Auto Enroll Section:       Wait List Capacity:       0       0         2nd Auto Enroll Section:       Manimum Enrollment Nbr:       0         Auto Enroll Irom Wait List       Cancel if Student Enrolled       0	Session: Class Section: Associated Class:	1 01 1	Component: Units:	Regular Academ Lecture 3.00	ic i	VentID: 0000	12 155237		I 1			
Class Type: Enrollment Enrollment Status: Open Add Consent: No Consent Requested Room Capacity: 120 Total 'Drop Consent: No Consent Enrollment Capacity: 75 46 1st Auto Enroll Section: Mainimum Enrollment Nbr: Resection to Section: Enrollment Inbr: Auto Enroll from Wait List Capacit d' Student Enrolled	Class Status:	Ach	19	•		Geosel Glass						
Add Consent:     Plo Consent     Requested Room Capacity:     120     Total       "Drop Consent:     No Consent     Earoliment Capacity:     75     66       1st Auto Enroll Section:     Wait List Capacity:     0       2nd Auto Enroll Section:     Minimum Enroliment Nbr:       Auto Enroll Trom Wait List     Cancel if Student Enrolied	Class Type:	_	Enrollment	Enrollment	Status:	Open	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~					
Drop Consent: No Consent  Enrollment Capacity:  To Consent:  To Consent  Enrollment Capacity:  To Cancel if Student Enrolled  Cancel if Student Enrolled	Add Consent		No Consert	Requested	Room Capacity	120	Total					
1st Auto Enroll Section:     Wait List Capacity:     0       2nd Auto Enroll Section:     Minimum Enrollment Nbr:     0       Resection to Section:     Image: Cancel of Student Enrolled	Drop Consent:		No Consent	· Enrollment	Capacity:	75	58		I .			
2nd Auto Enroll Section:       Minimum Enrollment Nbr:         Resection to Section:       Image: Cancel of Student Enrolled         Image: Auto Enroll from Wait List       Image: Cancel of Student Enrolled	1st Auto Enroll Section	e.		Wait List C	apacity:		0					
Cancel if Student Enrolled	2nd Auto Enroll Section Resection to Section:	ĸ		Minimum E	nrolment Nbr:							
	Auto Enroll from W	ait List	8	Cancel if Student	inrolled				I .			
Session: 1 Regular Academic Class NDC: 11343	Session:	1		Regular Academ	ic i	Class Nbr: 1134	43		-			
Class Section: 02 Component: Lecture Event ID: 000055238	Class Section:	02	Component	Lecture		event ID: 0000	255238					
Associated Class: 1 Units: 3.00	Associated Class:	1	Units:	3.00		Chief at Change						
*Class Status: nume			10	-								



21. Click the **Notes** tab. The Notes tab is where you can enter comments students will see in the Class Search. **DO NOT ENTER NOTES FOR THE SCHEDULING OFFICE HERE.** 

Basic Data Meetings	<u>E</u> nrollment Cntrl	Reserve Cap Notes	E <u>x</u> am Exam In	fo <u>L</u> MS Data	Class Comments
Course ID:	100017	Course Offer	ing Nbr: 1		
Torm	Winter 2012	Undergrad			
Subject Area:	ACCT	Accounting			
Catalog Nbr:	317	IntroductoryF	nancialAccountin		
Class Sections				Find   View 1 First	st 🚺 1-8 of 8 🚺 Last
Sassion	1	Pagular Acadamia	Class Nhr.	11242	
Class Section:	1 Component		Event ID: (	00055007	
Associated Class:	1 Units:	3.00	Eventib. (	00000237	
Class Notes				Fied Minus All Fie	
				Filid View All Fil	
*Sequence Number:	1				+ -
*Print Location:	After -	Even if Class	Not in Schedule		
Note Nbr:	Q				
	Copy Note				
Free Format Text:	D/			•	
	Clear Note FC	OR THE SCHEDULING	OFFICE HERE	3	
Session:	1	Regular Academic	Class Nbr:	11343	
Class Section:	02 Component	Lecture	Event ID: (	000055238	
	- Multimer			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	

22. Click the **Exam** tab. The only relative information is what component the Final Exam is associated with (e.g. Lecture). The Exam tab displays the final examination details once the final examination schedule is posted by the Enrolment Services Examination Office.

Basic Data Meetings	<u>Enrollment Cntrl</u>	<u>R</u> eserve Cap <u>N</u> otes Exar	n Exam Info	LMS Data Class Comment	S
Course ID:	100017	Course Offering Nbr	: 1		
Academic Institution:	University of Calgary				
Term:	Winter 2013	Undergrad			
Subject Area:	ACCT	Accounting			
Catalog Nbr:	317	IntroductoryFinancia	Accountin		
Class Sections			F	ind View 1 First 🚺 1-8 of 8 🚺	Last
Session:	1	Regular Academic	Class Nbr: 113	342	
Class Section:	01 (Componen	t: Lecture	Event ID: 000	055237	
Associated Class:	1 Units:	3.00			
Exam Seat Spacing:	2 Final Exam	: Yes			
Class Exam			<u>Customize</u>   <u>Fi</u> r	nd   🗖   🛗 First 🗹 1 of 1 🗅 La	ast
Exam Time Code	Combined Exam Exam Date	Exam Start Exam End Class E Type	xam Facility ID	Building Room	
1 month	man man	mannin	hand	a man	~~



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23. Click the **Exam Info** tab. When access is open to enter examination information (for those who have the appropriate access to submit Final Exam Requests), the Duration in minutes, Evening Exam option, Location and Notes can be entered. For instructor led training and online learning for Exam Scheduling, consult <u>www.ucalgary.ca/ittraining</u>

Einal Examination	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Las market and the second seco	
Quration (in minutes): 180	Preferred Location		
Final Exam: Yes	<ul> <li>Current Classroom</li> <li>Gymnasium</li> </ul>		
Common Exam Number 28	Other Location	Facility ID:	Q
Notes: Double Spacing - Morning Example	am KNB (one room)	$\supset$	
Mart and the second sec	and		

24. Click the **LMS Data** tab. Schedulers should confirm this information is correct. This information is sent to Desire 2 Learn (D2L) through a nightly process that uploads courses from Student Administration. Contact the Scheduling Office if there is an error.

Basic Data Meetings	Enrollment Cntrl	Reserve Cap Notes Exa	m Exam Info
Course ID: Academic Institution:	100017 University of Calgary	Course Offering	Nbr: 1
Term:	Winter 2013	Undergrad	
Subject Area:	ACCT	Accounting	
Catalog Nbr:	317	IntroductoryFinan	ncialAccountin
Class Sections			Find   View All First 🕚 1 of 8 🕑 Last
Session:	1	Regular Academic	Class Nbr: 11342
Class Section:	01 Compone	nt: Lecture	Event ID: 000055237
Associated Class:	1 Units:	3.00	
Learning Managem	ent System		
Provider for Authent	tication DESIRE	2LEARN V	
LMS Extract File Typ	be:	~	
LMS Extract Group I	D: UCALG	ACCT_317_LEC01	x
LMS URL:			
Last LMS Class Extr	act Datetm:	Last LMS Enroll	Extract Datetm:
- Marine Contraction			and the second s

25. Click the **Class Comments** tab. The Class Comments tab is used to convey important information for the Scheduling Office. The Scheduling Office runs a report which lists all comments that are entered here.

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This is where you enter:

- Technical requirement for Instructor
- Instructors with medical issues
- Distance fees, OTP (outside tuition policy fees), supplementary fees
- Back to back classes

Basic Data Meeting	s <u>E</u> nrollment Cntrl	<u>R</u> eserve Cap <u>N</u> otes E <u>x</u> a	m Exam Info	LMS Data	Class Comment
Course ID:	100017	Course Offering Nb	r: 1		
Academic Institution:	University of Calgary				
Ferm:	Winter 2013	Undergrad			
Subject Area:	ACCT	Accounting			
Catalog Nbr:	317	IntroductoryFinancia	IAccountin		_
Class Sections			Find View 1 Firs	t 🕻 1-8 of 8 🖸 Last	
Session:	1	Regular Academic	Class Nbr:	11342	
Class Section:	01 Component:	Lecture	Event ID:	000055237	
Preferred Facility:	SH 262 Q				
Class Comments.	⁵⁷ ENTER SPECIFIC COMMENTS FOR THE SCHEDULING OFFICE HERE.				
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#### End of Procedure.

