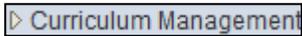
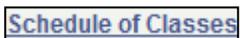


When access to Scheduling/Timetabling has been opened by Enrolment Services you will be able to schedule a new course. A new course is a course or section not previously offered in a term (not rolled over). The following steps explain how to schedule a new course.

1. Click the **Curriculum Management** link.



2. Click the **Schedule of Classes** link.



3. Click the **Schedule New Course** link.



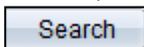
4. Enter the applicable term or use the Look Up tool to select the term.
Click the **Look up Term** button (e.g. 2167 Fall 2016).

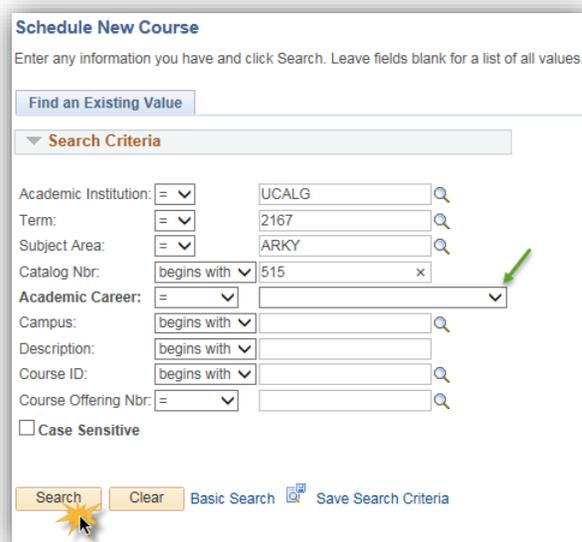


5. Enter the applicable subject area or use the Look Up tool to select the subject. (e.g. arky) Click the **Look up Subject Area** button.



6. You may enter the applicable catalog number or if none is indicated a grid will appear with courses related to the subject area. (e.g. 515). Enter the desired information into the **Catalog Nbr** field. If desired, additional search criteria can be entered (e.g. Academic Career). Click the **Search** button.





Schedule New Course

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: [=] UCALG [Q]

Term: [=] 2167 [Q]

Subject Area: [=] ARKY [Q]

Catalog Nbr: [begins with] 515 [x]

Academic Career: [=] [Q]

Campus: [begins with] [Q]

Description: [begins with] [Q]

Course ID: [begins with] [Q]

Course Offering Nbr: [=] [Q]

Case Sensitive

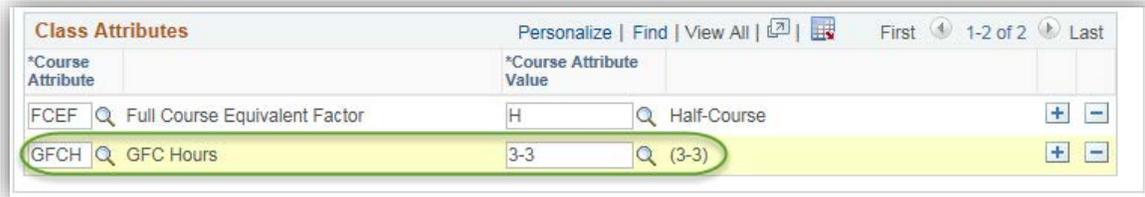
Search **Clear** **Basic Search** [Q] **Save Search Criteria**

Scheduling a New Course

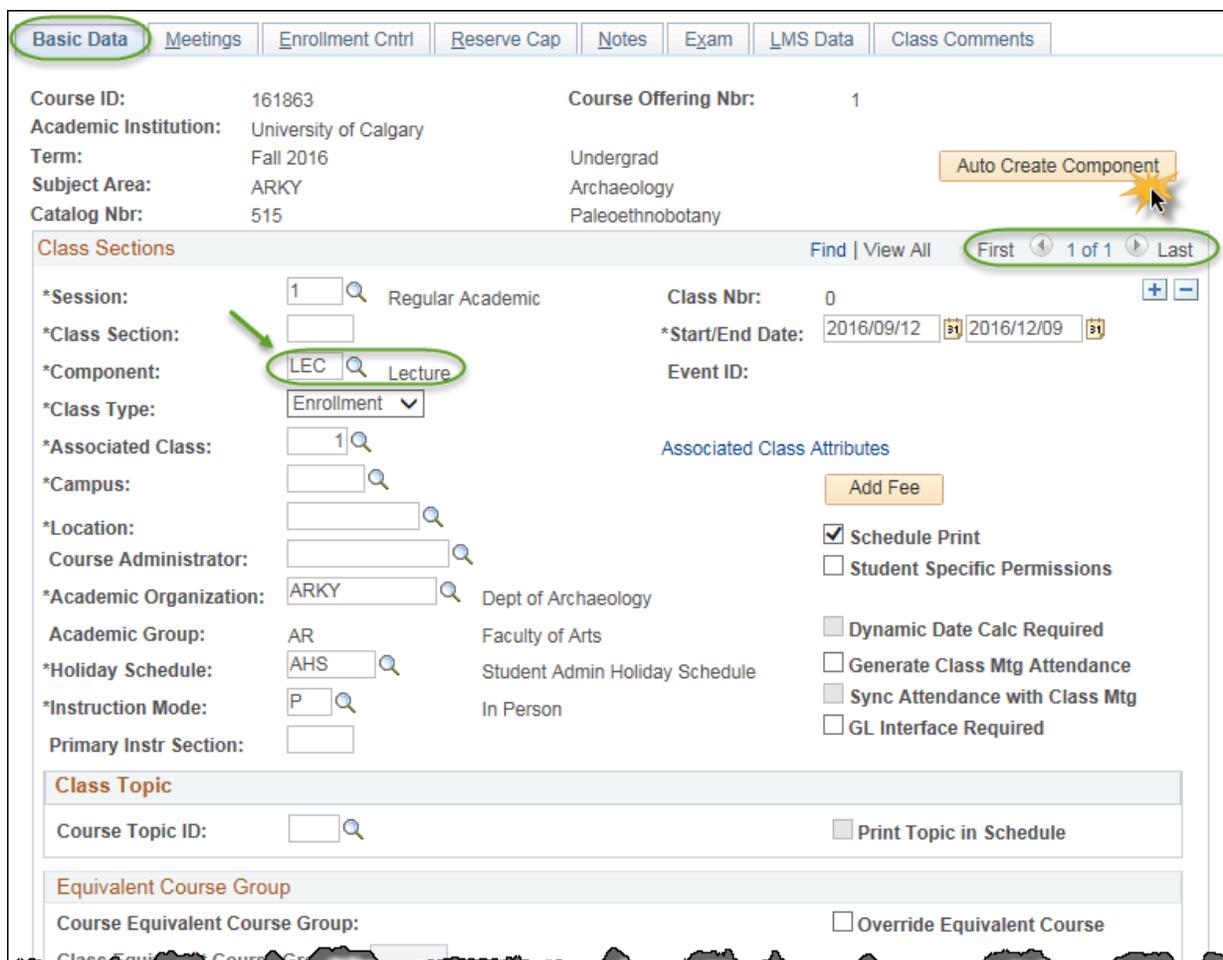
SA – Schedule of Classes



- The Basic Data tab displays prepopulated information (e.g. GFC hours) which is important to complete scheduling correctly. Scroll down the page to ensure the Class Attributes reflect the correct GFC Hours.



- When setting up the lecture it is recommended to use the **Auto Create Component** button to add the additional components associated to the class as per GFC. Clicking on the **Auto Create Component** button will automatically create blank sections for lab and tutorials. Then you may follow the same steps to schedule the lab and/or tutorial.



Click the **Auto Create Component** button. Note that after clicking Auto Create Component the View All link enables you to view the newly created components.

Auto Create Component

Basic Data		Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Class Comments
Course ID:	161863	Course Offering Nbr:	1					
Academic Institution:	University of Calgary							
Term:	Fall 2016	Undergrad	Auto Create Component					
Subject Area:	ARKY	Archaeology						
Catalog Nbr:	515	Paleoethnobotany						
Class Sections		Find View All		First 2 of 2 Last				
*Session:	1	Regular Academic	Class Nbr:	0				
*Class Section:			*Start/End Date:	2016/09/12 2016/12/09				
*Component:	LAB	Laboratory	Event ID:					
*Class Type:	Non-Enroll							
*Associated Class:	1	Associated Class Attributes						
*Campus:		Add Fee						
*Location:		<input checked="" type="checkbox"/> Schedule Print						
Course Administrator:		<input type="checkbox"/> Student Specific Permissions						
*Academic Organization:	ARKY	Dept of Archaeology	<input type="checkbox"/> Dynamic Date Calc Required					
Academic Group:	AR	Faculty of Arts	<input type="checkbox"/> Generate Class Mtg Attendance					
*Holiday Schedule:	AHS	Student Admin Holiday Schedule	<input type="checkbox"/> Sync Attendance with Class Mtg					
*Instruction Mode:	P	In Person	<input type="checkbox"/> GL Interface Required					
Primary Instr Session:								

- Ensure the Session is correct as this drives registration and defines the start/end dates and deadlines (last day to add/drop/withdraw) etc. for example Regular.

Look Up Session Help

Academic Institution: UCALG
 Academic Career: UGRD
 Term: 2167
 Session: = [dropdown]

Look Up **Clear** **Cancel** Basic Lookup

Search Results

View 100 First 1-11 of 11 Last

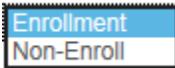
Session
Regular
1st 6 Week
2nd 6 Wks
Block Wk
GSP
LawRegAcad
LawBlockWk
Law Part A
Non-Standa
Part A
QatarNurse

Scheduling a New Course

SA – Schedule of Classes



- 10. Lectures are entered as 01. Laboratory use the letter B, Tutorials use T before the section number (e.g. 01) Seminars use S. Enter the desired information into the **Class Section** field.
- 11. Class Type refers to the enrollment component. Typically a lecture is the enrollment component. If necessary change the class type; either Enrollment or Non-Enroll. Click the **Class Type** object to change the enrollment component.



- 12. **Campus** will display two options to select courses held on Main Campus and Off-Campus refers to any courses that are not held on main campus (e.g. South Campus and Foothills Faculty). Make the appropriate selection.

Click the **Look up Campus** button.

Look Up Campus

Academic Institution: UCALG

Campus: begins with |

Description: begins with |

Short Description: begins with |

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

Campus	Description	Short Description	Location Code
MAIN	University of Calgary	UCALG	MAIN
OFF	Off-Campus	OFF	OFFSITE

13. Click the **Look up Instruction Mode** button. By default Instruction Mode is set to P = In Person. Please ensure that instruction mode is correct. All definitions of instruction modes are listed on the scheduling website: www.ucalgary.ca/calendar-scheduling Scheduling > Scheduling Guidelines > Definition of Instruction Mode.

Look Up Instruction Mode
✕

[Help](#)

Academic Institution: UCALG

Instruction Mode: begins with ▼

Description: begins with ▼

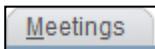
Look Up
Clear
Cancel
Basic Lookup

Search Results

View 100 First ◀ 1-14 of 14 ▶ Last

Instruction Mode	Description
BL	Blended Learning
CO	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

14. Click the **Meetings** tab.



15. Use the **Look up Tool** to select a Facility ID (department location) for the course. Caution should be used when selecting a Facility ID or location. Do not book department space that is outside your department (jurisdiction).

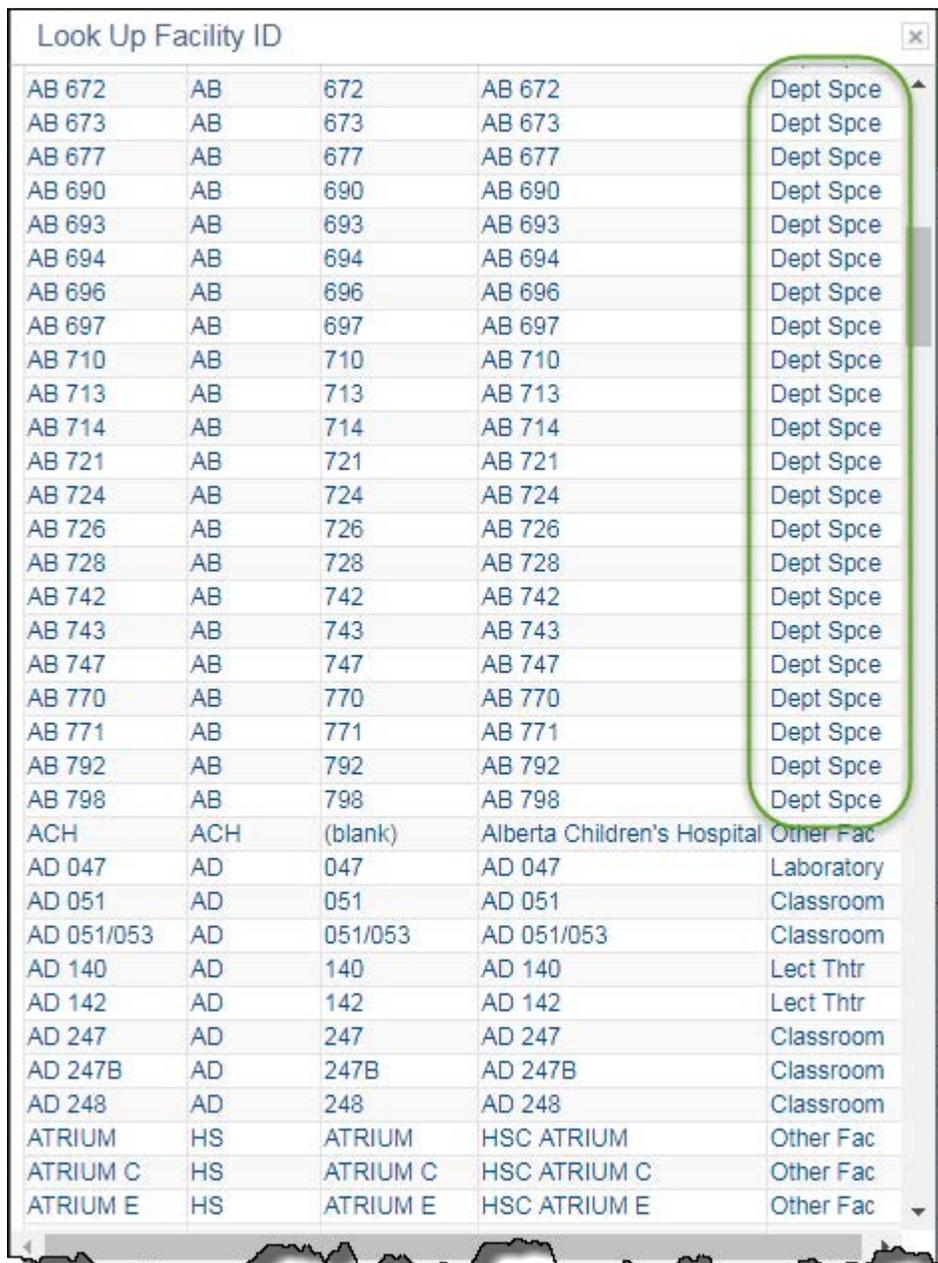
Click the **Look up Facility ID** button.



Scheduling a New Course

SA – Schedule of Classes

16. An extensive list of Facility ID's or locations will display as well as a description of the Facility Type (Dept Spce or Lecture Theatre). Department Space is space that is owned by the department. Please only select department space that applies to your department or faculty. Lecture Theatre are additional options of facility types. Select the appropriate Facility ID or location.



Look Up Facility ID				
AB 672	AB	672	AB 672	Dept Spce
AB 673	AB	673	AB 673	Dept Spce
AB 677	AB	677	AB 677	Dept Spce
AB 690	AB	690	AB 690	Dept Spce
AB 693	AB	693	AB 693	Dept Spce
AB 694	AB	694	AB 694	Dept Spce
AB 696	AB	696	AB 696	Dept Spce
AB 697	AB	697	AB 697	Dept Spce
AB 710	AB	710	AB 710	Dept Spce
AB 713	AB	713	AB 713	Dept Spce
AB 714	AB	714	AB 714	Dept Spce
AB 721	AB	721	AB 721	Dept Spce
AB 724	AB	724	AB 724	Dept Spce
AB 726	AB	726	AB 726	Dept Spce
AB 728	AB	728	AB 728	Dept Spce
AB 742	AB	742	AB 742	Dept Spce
AB 743	AB	743	AB 743	Dept Spce
AB 747	AB	747	AB 747	Dept Spce
AB 770	AB	770	AB 770	Dept Spce
AB 771	AB	771	AB 771	Dept Spce
AB 792	AB	792	AB 792	Dept Spce
AB 798	AB	798	AB 798	Dept Spce
ACH	ACH	(blank)	Alberta Children's Hospital	Other Fac
AD 047	AD	047	AD 047	Laboratory
AD 051	AD	051	AD 051	Classroom
AD 051/053	AD	051/053	AD 051/053	Classroom
AD 140	AD	140	AD 140	Lect Thtr
AD 142	AD	142	AD 142	Lect Thtr
AD 247	AD	247	AD 247	Classroom
AD 247B	AD	247B	AD 247B	Classroom
AD 248	AD	248	AD 248	Classroom
ATRIUM	HS	ATRIUM	HSC ATRIUM	Other Fac
ATRIUM C	HS	ATRIUM C	HSC ATRIUM C	Other Fac
ATRIUM E	HS	ATRIUM E	HSC ATRIUM E	Other Fac

17. The meeting pattern must be selected. These are which days the course is held. Click the **Look up Pat** button. A list of meeting patterns will display. Select the appropriate meeting pattern e.g. Monday, Wednesday, Friday 50 minute meeting (class). Class patterns that begin with P or S are for Spring/Summer patterns.



The screenshot shows a window titled "Look Up Pat" with a search results table. The table has two columns: "Standard Meeting Pattern" and "Description". The table lists various meeting patterns such as "F", "F2", "F3", "F4", "M", "M2", "M3", "M4", "MF", "MF2", "MF3", "MTRF", "MTWF", "MTWR", "MW", "MWF", "MWRF", "PMW", "PMW3", "PMWF", "PS", "PTR", "PTR3", "R", "R2", "R3", "S", "SMWF", "T", "T2", "T3", "TR", "TWRF", "W", "W2", "W3", "W4", "WF", "WF2", and "WF3". Each pattern is followed by its corresponding description, such as "Friday 50", "Monday 50", "Monday, Wednesday, Friday 50", etc.

Standard Meeting Pattern	Description
F	Friday 50
F2	Friday 75
F3	Friday 110
F4	Friday 165
M	Monday 50
M2	Monday 75
M3	Monday 110
M4	Monday 165
MF	Monday, Friday 75
MF2	Monday, Friday 50
MF3	Monday, Friday 110
MTRF	Mon, Tues, Thurs, Fri 50
MTWF	Mon, Tues, Wed, Fri 50
MTWR	Mon, Tues, Wed, Thurs, 50
MW	Monday, Wednesday 75
MWF	Monday, Wednesday, Friday 50
MWRF	Mon, Wed, Thurs, Fri 50
PMW	Monday, Wednesday 350
PMW3	Monday, Wednesday 165
PMWF	Monday, Wednesday, Friday 110
PS	Saturday 320
PTR	Tuesday, Thursday 350
PTR3	Tuesday, Thursday 165
R	Thursday 75
R2	Thursday 110
R3	Thursday 165
S	Saturday 230
SMWF	Monday, Wednesday, Friday 230
T	Tuesday 75
T2	Tuesday 110
T3	Tuesday 165
TR	Tuesday, Thursday 75
TWRF	Tues, Wed, Thurs, Fri 50
W	Wednesday 50
W2	Wednesday 75
W3	Wednesday 110
W4	Wednesday 165
WF	Wednesday, Friday 50
WF2	Wednesday, Friday 75
WF3	Wednesday, Friday 110

21. Click the **Instructor Name** link. Ensure the Instructor Role is correct. Click the **Instructor Role** list.

Prim In: ▾

22. There must only be 1 Primary Instructor. Instructor Roles are defined as follows:
 Alt Instr = 2 or more instructors are teaching the same section, but they are not in the classroom concurrently
 Coord = lab coordinators
 Primary Instr = only 1 instructor is teaching a section
 Read/Demo = markers or general assistants
 Simultane = 2 or more instructors are teaching the same section and are in the classroom concurrently
 TA = used instead of Prim Instr in the case of a teaching assistant teaching a lab or tutorial

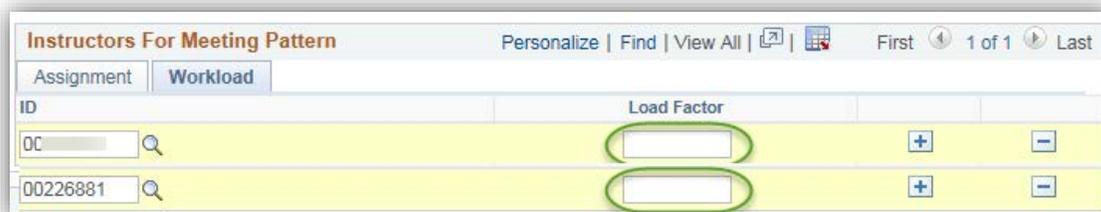
23. Click the **Access** list. Select **Grade** to allow ability to view the class roster.

Note: The Print checkbox indicates the instructor name will be visible in class search.



ID	Name	Instructor Role	Print	Access	Contact
SEARCH	SEARCH	Prim In: ▾	<input checked="" type="checkbox"/>	Grade ▾	+ -

24. If two or more instructors are teaching the same course the workload must be entered. Enter the Load Factor for each instructor (totaling 100).



ID	Load Factor
DC	<input type="text"/>
00226881	<input type="text"/>

25. Click the **Enrollment Cntrl** tab.

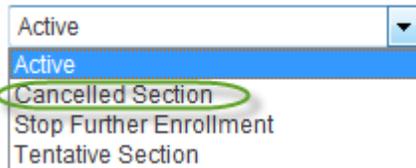
Enrollment Cntrl

Scheduling a New Course

SA – Schedule of Classes



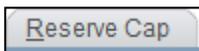
26. Once Fall/Winter registration has begun, and if a class has to be cancelled, the status must be changed to Cancelled Section. For details on Cancelling a Class, please consult the online learning and job aid for specific details. When changing status make sure the status is changed for all associated classes (lab/tutorials). The Scheduling office must be notified if any class is cancelled with a rationale as to why the section was cancelled.



Click the **Class Status** list. Select the appropriate status.



27. Click the **Reserve Cap** tab. Reserve Capacities are used to reserve seats for different groups of students for certain periods of time. This is a view only page that allows you to look at Reserve Capacities that have been requested by departments requested via the scheduling website under "Restrictions".



Basic Data | Meetings | Enrollment Cntrl | **Reserve Cap** | Notes | Exam | LMS Data | Class Comments

Course ID: 161863 Course Offering Nbr: 1
Academic Institution: University of Calgary
Term: Fall 2016 Undergrad
Subject Area: ARKY Archaeology
Catalog Nbr: 515 Paleoethnobotany

Class Sections Find | View 1 First 1-2 of 2 Last

Session:	1	Component:	Regular Academic	Class Nbr:	0
Class Section:	01		Lecture	Event ID:	
Associated Class:	1				

Reserve Capacity Find | View All First 1 of 1 Last

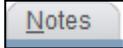
*Reserve Capacity Sequence: Enrollment Total: 0 [+ -]

Reserve Capacity Requirement Group Personalize | Find | [?] [] First 1 of 1 Last

*Start Date	*Requirement Group	Cap Enrl
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

Session: 1 Regular Academic Class Nbr: 0

28. Click the **Notes** tab.



Notes refer to the data that is displayed in Schedule of Classes and Self Service. These can include pre-defined notes or free-format text for students use and will **NOT** be checked by the Scheduling Office.

29. Note Nbr contains pre-defined notes or templated information. If constantly entering the same free form text, contact Scheduling for standardization and possibly adding your free form text to the templated information (Note Nbr).

Click the **Note Nbr** Look up.

Look Up Note Nbr
✕

[Help](#)

Academic Institution: UCALG

Note Nbr:

Description:

Look Up
Clear
Cancel
Basic Lookup

Search Results

View 100 First 1-100 of 100 Last

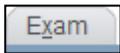
Note Nbr	Description
0002	Pre-Session Study
0003	Web-based
0004	Supplementary Course Fee
0005	Modified tuition
0010	Restricted tempo
0011	Restricted perma
0012	Initial Lab
0013	Initial Tutorial
0014	Initial Seminar
0015	Section combinations
0016	Auto enrolments
0017	A/B multi-term
0018	Not all available
0019	Alternating weeks
0020	Same Lec & Lab
0021	RDC
0023	Lab coat & manual
0024	French
0050	BNDH and BNTR only
0051	Medicine Hat only
0052	Co-reg 387/8/9 AB
0053	Co-reg 385/8/9 AB
0054	Co-reg 385/7/9 AB
0055	Lab 80
0056	Co-reg 585/9 AB

Scheduling a New Course

SA – Schedule of Classes



30. Click the **Exam** tab.



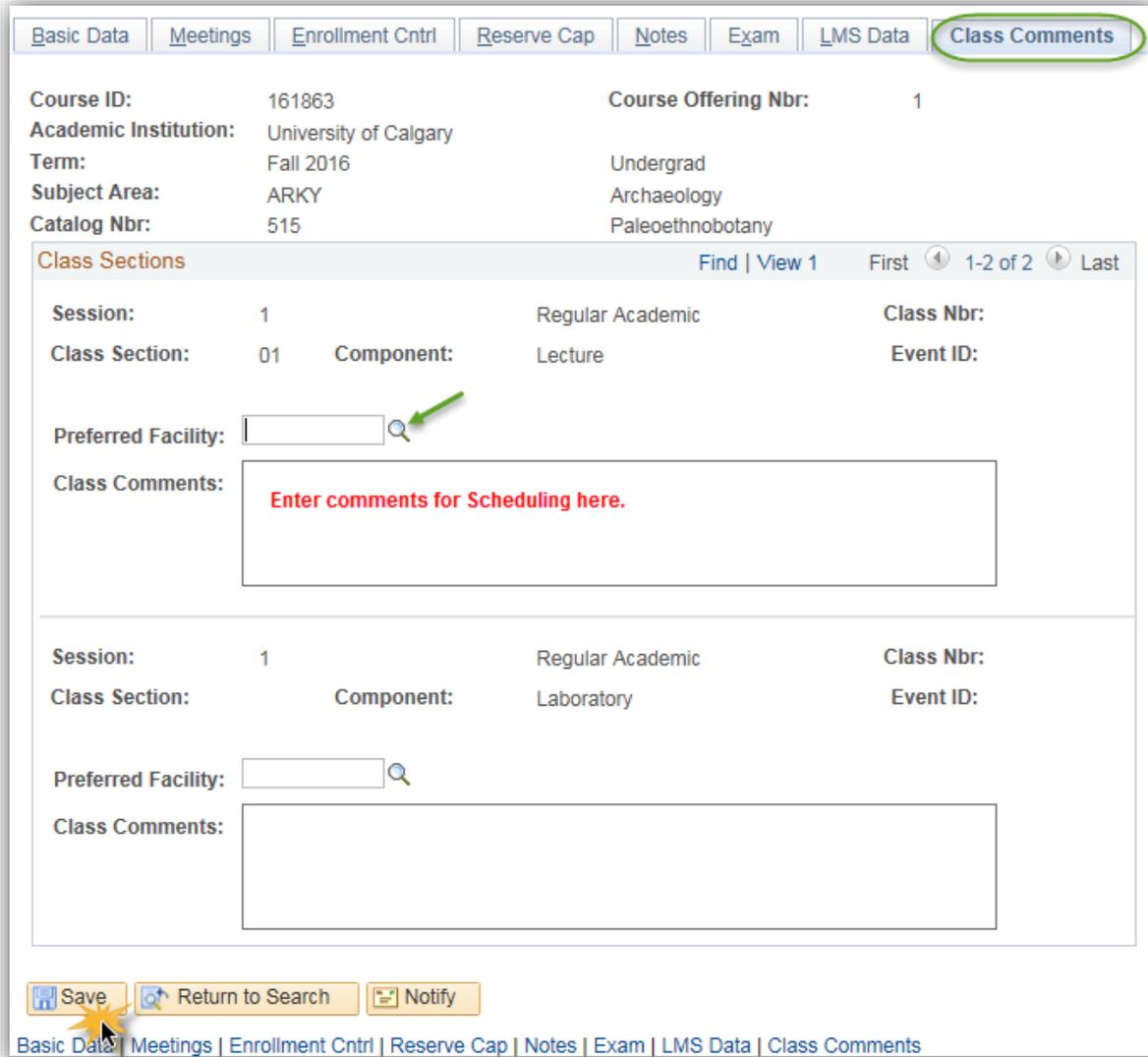
The exam page displays final examination details once the final exam schedule is posted by Enrolment Services. This page is view access only.

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Class Comments	
Course ID:	161863	Course Offering Nbr:	1					
Academic Institution:	University of Calgary							
Term:	Fall 2016	Undergrad						
Subject Area:	ARKY	Archaeology						
Catalog Nbr:	515	Paleoethnobotany						
Class Sections Find View 1 First 1-2 of 2 Last								
Session:	1	Regular Academic	Class Nbr:	0				
Class Section:	01	Component: Lecture	Event ID:					
Associated Class:	1							
Exam Seat Spacing:	2	Final Exam:						
Class Exam Personalize Find 1 of 1 Last								
Exam Time Code	Combined Exam	Exam Date	Exam Start	Exam End	Class Exam Type	Facility ID	Building	Room
	<input type="checkbox"/>				Final			
Session:	1	Regular Academic	Class Nbr:	0				
Class Section:		Component: Laboratory	Event ID:					
Associated Class:	1							
Exam Seat Spacing:	2	Final Exam:						
Class Exam Personalize Find 1 of 1 Last								
Exam Time Code	Combined Exam	Exam Date	Exam Start	Exam End	Class Exam Type	Facility ID	Building	Room
	<input type="checkbox"/>				Final			

31. Click the **Class Comments** tab.



The **Class Comments** page is used to convey important information for the Scheduling Office. For example distance fees, otp fees, supplementary fees must be entered here. If a specific centrally controlled space is desired, it can be requested by specifying it in the Preferred Facility field.



Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | **Class Comments**

Course ID: 161863 Course Offering Nbr: 1
 Academic Institution: University of Calgary
 Term: Fall 2016 Undergrad
 Subject Area: ARKY Archaeology
 Catalog Nbr: 515 Paleoethnobotany

Class Sections Find | View 1 First 1-2 of 2 Last

Session: 1 Regular Academic Class Nbr:
 Class Section: 01 Component: Lecture Event ID:
 Preferred Facility:  
 Class Comments:

Session: 1 Regular Academic Class Nbr:
 Class Section: Component: Laboratory Event ID:
 Preferred Facility: 
 Class Comments:

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Class Comments

32. When you have completed setting up the new course and, if necessary, all components press the Save button. Click the **Save** button.



End of Procedure.

On line learning for Scheduling a New Course is available at www.ucalgary.ca/ittraining