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

Session

Different types of classes must be in different sessions. The following is a partial list of available sessions for the Fall 2167 term as an example. Law options should only be selected by Law schedulers.
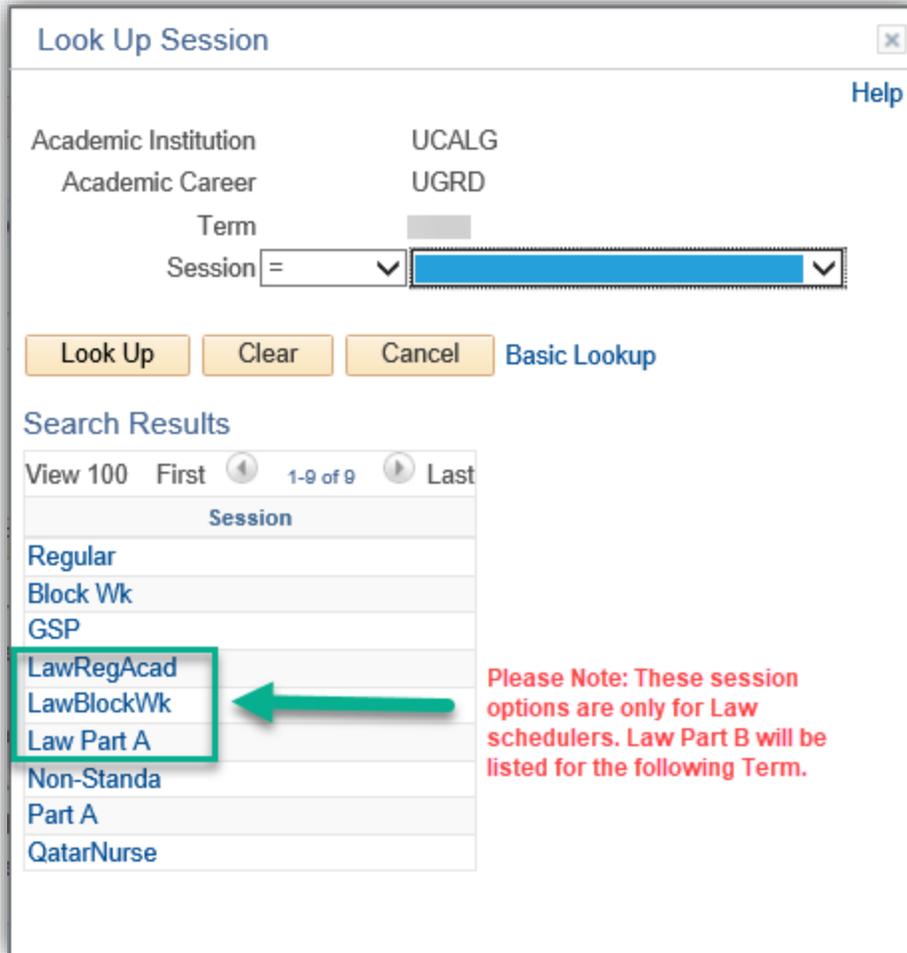
- Regular – classes that are offered during the default dates for the term.
- Block Wk – courses that are offered during Block Week (dates will not require changing).
- GSP – courses that are offered through the Group Study Programs. Please post a note on the Notes tab indicating this is a Group Study Program e.g. LEC01 –Group Study Program to Spain.
- Law – These sessions are outside of the regular academic term. Only individuals who complete scheduling on behalf of the Faculty of Law should select these options.
- Non-Standard – classes that are offered with dates that are not the default dates for the term and have received approval to run non-standard dates.
- Part A – Part A of a multi-term class (Part B displays in the drop down list the following term)

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 <u>do not</u> 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 component. If a course has 10 labs and 1 lecture, it is more likely that the student will be registering for the course based on the available lab times, so the lab then becomes the enrollment component and the lecture is the non-enrollment component (see also Auto Enroll on the Enrollment Control Page).

Associated Class

- Each section **must** have an associated class number.
- If a course has 2 lectures and 4 labs and L01 goes with B01 and B02, and L02 goes with B03 and B04, L01, B01 and B02 will have associated class number 1 and L02, B03 and B04 will have associated class number 2. This is what is referred to as lecture/lab/tutorial combinations. Another example is "Students must register in the same lecture and lab section" which is handled by Associated Class (see also Auto Enroll on the Enrollment Control Page).

- 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. Web based courses should be Off-Campus and then select web-based in the Location drop down menu.

Instruction Mode

- Please make sure you set the appropriate instruction mode for the section. These are the available types – most classes will remain as In Person.   It is important to select the appropriate Instruction Mode as some fees are tied to this field. There are fees associated with Distance Education (DE), therefore do not use DE for mode of instruction if your department does not have approval to charge an extra fee. If the course is web-based, the Instruction Mode must be Web-Based Instruction.

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 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

- **Instructors for Meeting Pattern** – instructors assigned to the class section are entered here – can be as many as required.
- **Instructor Role** – indicate if Primary or other as appropriate – the following are the available options (also see Appendix I).

- **Access** – this should be set to Grade for instructors – if the instructor access is not set to Grade, they do not have access to the class roster through the Faculty Centre and do not have access to enter grades if appropriate.
- **Print** – check the Print box if you wish the instructor to show in the listing of the course in the class search
- **Workload** – indicate the workload when entering more than one teaching instructor e.g. Alt Instr (AL) or Simultaneous (SI). This is important for the statistics for the Office of Institutional Analysis.

Notes:

If the course is taught on two different days, two different times, instructors must be listed in both sequences.
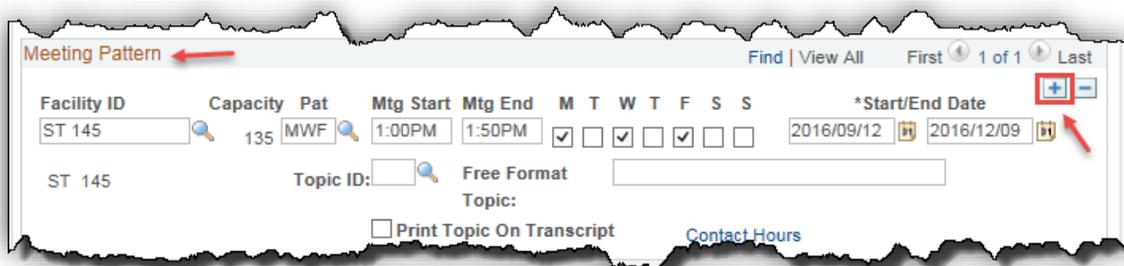
Maintaining instructor information is also critical for the Universal Student Ratings of Instructors (USRI). Instructors no longer teaching a course must be removed from the Meetings page.

Course Instructors who are Approvers may have:

- "Admin" as their Instructor Role and "App & Post" as their Access AND "Prim Instr" as their Instructor Role and "Grade" as their Access

Or:
- "Prim Instr" as their Instructor Role and "App & Post" as their Access.

In these cases, the instructor will not be able to enter their own grades; their Grade Administrator will need to do this for them. Once grade entry is completed by the Grade Administrator the Instructor can then go in as the Approver and "approve and post" the grades.

To request Approver/Administrator access, submit a PeopleSoft Access Request (PSAR), contact Information Technologies to request access: 220-5555 (2) or email itsupport@ucalgary.ca

Enrollment Control
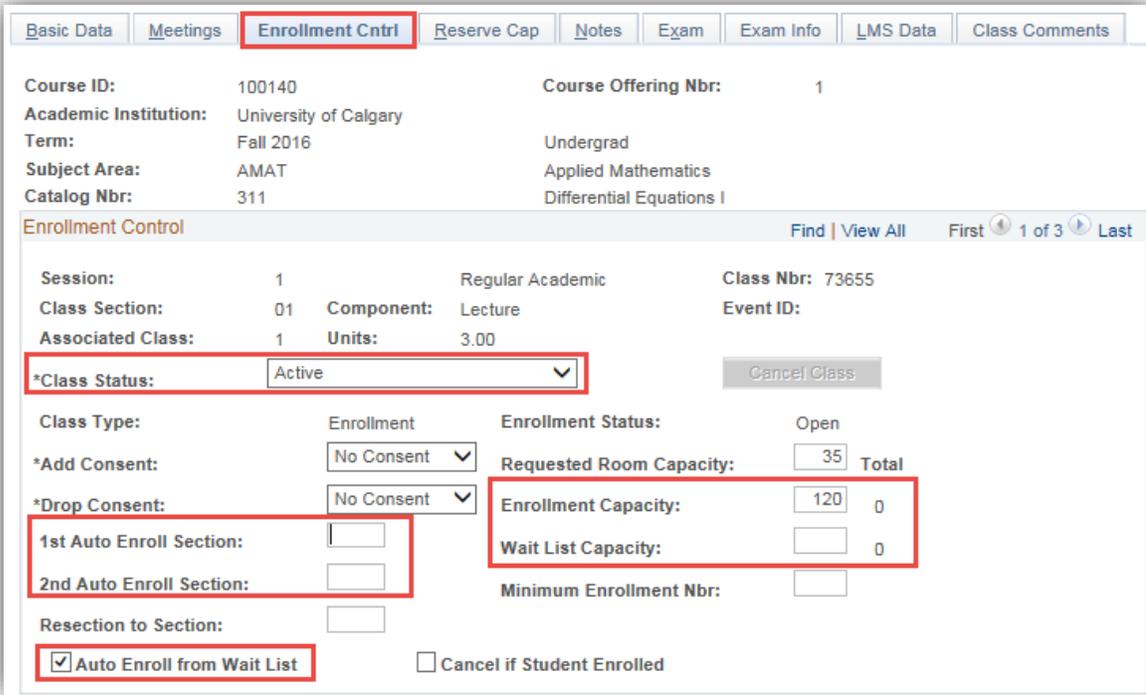
- **Class Status** – can be set to active, tentative, cancelled or stop further enrollment.
- **Requested Room Capacity** – the room booking system only looks at the Enrollment Capacity <u>not</u> the requested room size. If you require a room bigger than your cap, please note this in the Class Comments tab.
- **Enrollment Capacity** – this is the class section capacity. *You <u>must</u> specify the Enrollment Capacity in order to have a room assigned. No cap; no room.*
- **Auto Enroll** – if a class has 10 labs and 1 lecture, the student will most likely be registering based on the lab time. In these cases, the class can be set to auto-enroll the student into the lecture as it is the only lecture available. This saves the student time when registering as they only have to register in one section instead of both the lab and lecture. The 2nd auto enroll can also be set to auto enroll the student into a tutorial section if it is also being offered (this is the example given above – the student will register in the lab and then be automatically put into both the lecture and tutorial).
- **Wait List Capacity** – waitlists for classes are strongly encouraged and can be done on a class by class basis. It is not recommended to have an extensive waitlist capacity.
- **Auto Enroll from Wait List** – leave this box checked to allow the system to automatically put students into the class from the waitlist. Unchecking this box allows the department/faculty to put students into the class manually.

Reserve Capacity

Please use the Calendar and Scheduling website to submit your requests: https://www.ucalgary.ca/calendar-scheduling/ After submission, they are sent to the Associate Dean and Registrar's Office for approval. After approval, they will be set up by the Scheduling Office and the reserve capacity will display as follows. **Note**: *Reserve capacities cannot be changed once students have registered.*

Note: This is a different Term than previous examples.
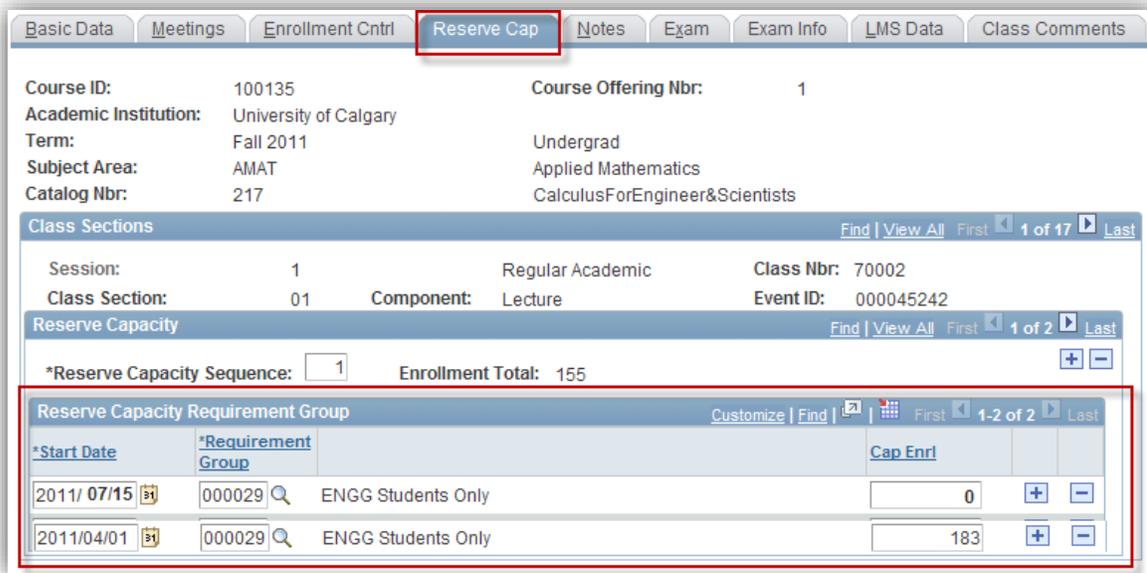
Notes

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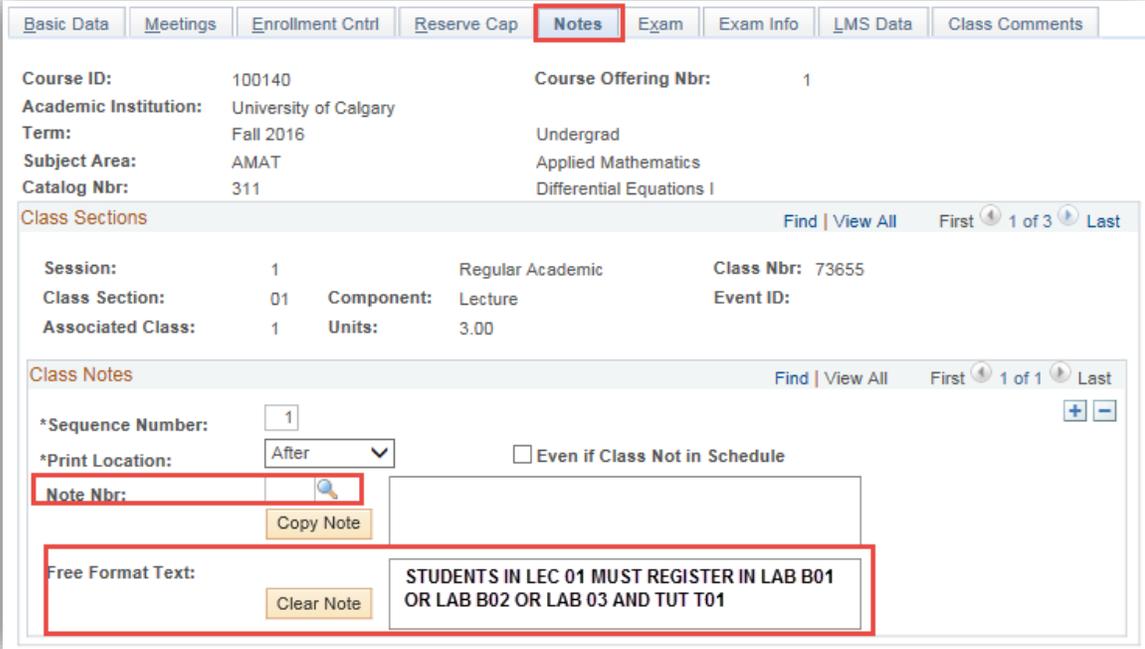
- **Note Nbr** – notes can be predefined by the Scheduling Office to save inputting and to ensure consistency for common notes. There is a list of pre-defined notes, however if departments find they require a pre-defined note that is not listed, please contact the Scheduling Office.

- **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

Class Comments
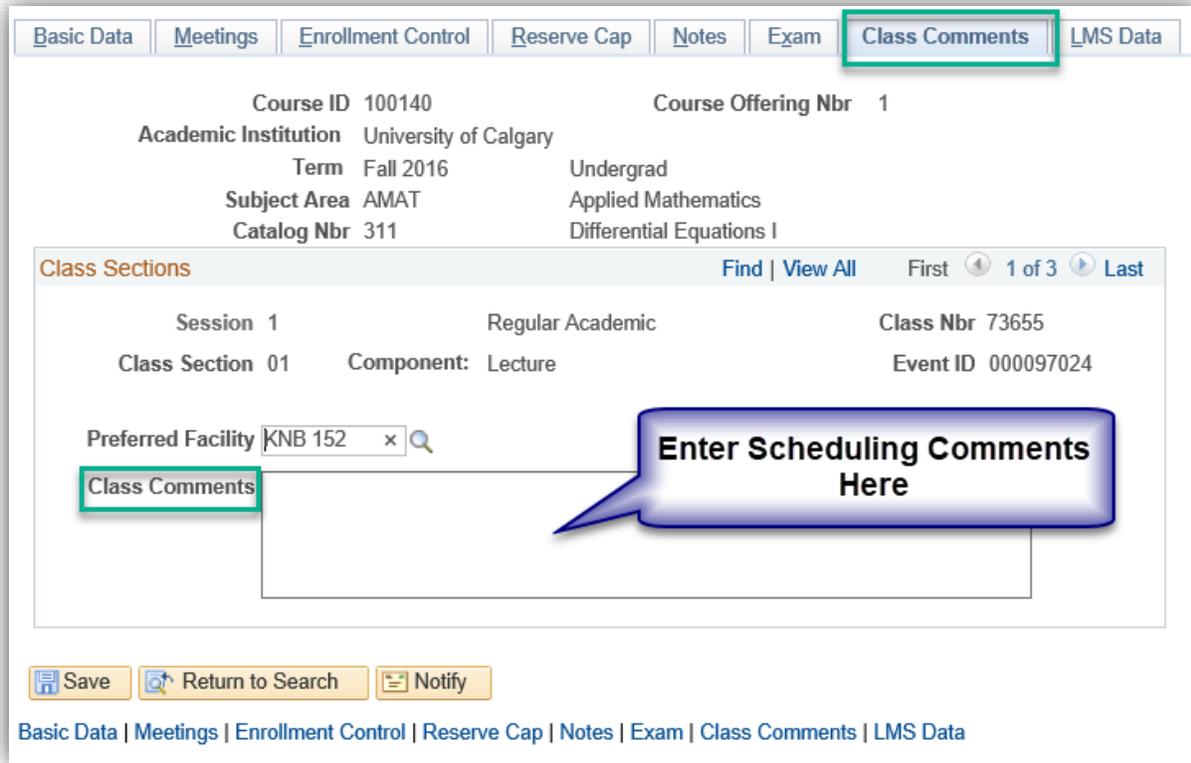
- **Preferred Facility** – if the class requires Centrally Controlled Space (Registrar's Room), specify that here. It does not guarantee that the class will be assigned that room during the optimization process, at this point this is a 'requested' room only.
- **Class Comments** – enter comments in this field that the Scheduling Office needs to know (*distance fees, otp fees, supplementary fees, <u>must</u> be entered here*). These are not comments that will be displayed to students.

Combined Sections

Cross-listed courses <u>must</u> be combined. If two courses are cross-listed, both courses MUST be scheduled. Departments must collaborate with each other to ensure that caps are correct for both courses. Please refer to the job aid *Combining Sections* on the following website:
https://www.ucalgary.ca/ittraining/student-administration Schedule of Classes - Timetabling

Appendix I – Instructor Roles

Instructor roles are not tied to payroll information for a person. The application of an instructor role is based on the following guidelines.

A. Teaching Roles

The following instructor roles are considered teaching roles and apply to people who are involved in the teaching activity of a section. Do not use these instructor roles for people who need access to class lists for marking or are otherwise assisting the primary instructor. People indicated with the following teaching roles **will be included in reports of teaching activity**.

PI   Primary Instructor
Normally used when only one instructor is teaching a section. If entering more than one instructor with a PI role, indicate a percentage of time spent in the classroom teaching. Percentages can be input on the Workload Tab of the Instructors for Meeting Pattern on the Meetings page in Maintain Schedule of Classes or Schedule Class Meetings.

AL   Alternate
Used when two or more instructors are teaching the same section, but they are not in the classroom at the same time. Can also be used when instructors split the teaching of a section, for example, one teaches the first half of a term and the other teaches the second half of a term. For each instructor attributed with an AL instructor role, indicate a percentage of time spent in the classroom teaching. Percentages can be input on the Workload Tab of the Instructors for Meeting Pattern on the Meetings page in Maintain Schedule of Classes or Schedule Class Meetings.

SI   Simultaneous
Used when two or more instructors are teaching the same section and are present in the classroom at the same time. For each instructor attributed with an SI instructor role, indicate a percentage of time spent in the classroom teaching. Percentages can be input on the Workload Tab of the Instructors for Meeting Pattern on the Meetings page in Maintain Schedule of Classes or Schedule Class Meetings.

TA   Teaching Assistant
Can be used instead of PI in the case of a teaching assistant teaching a laboratory or tutorial section.

B. Non-Teaching Roles

The following instructor roles are considered non-teaching roles and apply to people who are assisting with a section. This would include people who are markers, need access to class lists, Blackboard, etc. People indicated with these non-teaching roles **will not be included in reports of teaching activity**.

CO   Coordinator
Can be used for people who are lab coordinators.

RD   Reader/Demonstrator
Can be used for people who are markers or general assistants to the class.