

**2022 Winter Session Timeline:**

ACTION REQUIRED	TIME	DATE	ACTIONED BY	ACTIONS
<b>ONGOING</b>		November 22, 2021 November 22 – December 17, 2021 December 3, 2021	Department Scheduling Services 1:1 Department Scheduling Services	Continued from 2022S - WDC Canvas course available for users that have not yet complete training (access to WDC provisioned after course completion) Degree Progression, Program of Study and Pathways meetings (Courses that can't conflict) 2022 Winter Session Pre-Scheduling survey distributed
<b>SEASONAL CLOSURE</b>		December 25 – January 3, 2022		
<b>DEADLINE</b>	1530	January 7, 2022	Department	Degree Progression, Program of Study and Pathway Requirement changes and modification requests <b>SIGN OFF</b>
<b>CLOSED</b>		January 7, 2022 January 10 – 14, 2022	Department Academic Systems Support	WDC tool closed for 2022 Summer data collection Cleanse and reimport WDC tool to 2022 Winter DB
<b>DEADLINE</b>	1530	14-Jan-22	Department	Pre-Schedule survey completed
<b>OPENS</b>		January 17 – 22, 2022 January 24, 2022	Scheduling Services Department	WDC tool preparation for 2022 Winter Scheduling Data Collection Period WDC OPENS for 2022 Winter session data collection <ul style="list-style-type: none"> <li>departments will be advised of incremental outages during the data entry period to allow for system updates</li> </ul>
<b>OPTIONAL</b>		January 25 – February 14, 2022	Scheduling Services 1:1 Department	WDC weekly Zoom Drop in Support Sessions (Tuesdays from 10:00-11:00am)
<b>OPTIONAL</b>		February 7 – 11, 2022	Department	WDC data entry review and validation
<b>OPTIONAL</b>		February 9 and 16, 2022	Scheduling Services 1:1 Department	WDC weekly Zoom Drop in Support Sessions - Data Entry Review and Validation Tips and Tricks (Wednesdays from 10:00-11:00am)
<b>DEADLINE</b>	1530	February 11, 2022	Department	WDC data entry <b>SIGN OFF</b>
<b>CLOSED</b>	1530	February 14 – 18, 2022	Department	WDC data entry corrections and missing requests completed
		February 18, 2022		WDC Closed for 2022 Winter session data collection
		February 21, 2022	Scheduling Services	WDC to Scientia final data import
		February 22 – March 3, 2022	Scheduling Services	Data cleanse and feasibility checker
		March 4 – March 17, 2022	Scheduling Services	Student Set Allocations
		March 18, 2022	Scheduling Services	Constraint profiles Allocations
		March 21, 2022	Scheduling Services	Scheduling Sprint Process begins
		March 28 – April 29, 2022	Scheduling Services	Scheduled activities sync to SISC – Section completion work begins
		April 25 – May 6, 2022	Scheduling Services	Draft timetable final review in preparation to release to Departments for review
<b>DRAFT TIMETABLE</b>		Early May , 2022 - TBD	Department	Review 2022 Winter session draft academic timetable
		Early May , 2022 - TBD	Department	<a href="#">Draft Timetable Visualization tool available (UBCO Online Timetable Web Server)</a>
<b>OPTIONAL</b>		Early May , 2022 - TBD	Scheduling Services 1:1 Department	Draft Timetable Visualization tool drop in support sessions
<b>OPTIONAL</b>		Early May, 2022 - TBD	Scheduling Services 1:1 Department	Lab Schedule placement – Collaborative process Scheduling Services and Departments
<b>OPTIONAL</b>		Early May, 2022 - TBA	Scheduling Services 1:1 Department	Section controls and MOD completion training
<b>PUBLICATION OF TIMETABLE</b>		May, 2022	Department	Section controls completion in preparation of registration (seat pools, pre-reqs, section published notes, MOD)
		Late May 2022 - TBD	Scheduling Services	<a href="#">Changes and additions to the 2022 winter session course schedule can be requested through the UBCO Academic Scheduling Change Request Form</a>
		Late May 2022 - TBD		Academic Timetable published for public view
		Late May 2022 - TBD		Winter session eligibilities are released (students begin to build worklists for 2022 Winter session)
		June 2022 - TBD		Winter session registration begins