

2024 Summer Session

<u>ACTION REQUIRED</u>	<u>DATE</u>	<u>RESPONSIBILITY</u>	<u>TOOLS UTILIZED</u>	<u>DESCRIPTION</u>
Web Data Collector Data Entry	Nov. 27, 2023 – Jan. 5, 2024	Department Admin	Scientia Web Data Collector (WDC)	Department admins enter scheduling data (course section)
Timetable Publication	Jan. 19, 2024	Scheduling Services	<u>Student Services Course Schedule</u>	2024 Summer Session Timetable Published.
Scheduling Change Requests	Jan. 22, 2024	Department Admin	<u>UBCO Scheduling Change Request Form</u>	Department admins may begin to submit scheduling change requests for 2024 Summer Session.
Section Controls Setup	Jan. 22, 2024	Department Admin	SISC	Department staff complete section controls set up in SISC, in preparation for registration (Eg: Seat Pools, Pre-reqs, Section Published Notes, MOD).
Registration	February 2024		SISC	Students with a 2024 summer eligibility may begin to register for 2024 Summer Session

2024 Winter Session

<u>ACTION REQUIRED</u>	<u>DATE</u>	<u>RESPONSIBILITY</u>	<u>TOOLS UTILIZED</u>	<u>DESCRIPTION</u>
Annual 1:1 Meetings	Oct. 10 – 20, 2023	Scheduling Services 1:1 Department Head	Zoom	Annual Scheduling kickoff meetings with Jay Graham, Terra Kershaw and Department Head to discuss scheduling related issues, concerns and any anticipated process changes for the upcoming scheduling session.
Annual POS and Pathways Meeting	Oct. 30 – Nov. 24, 2023	Scheduling Services 1:1 Department	Zoom	Annual Pathway and Student Set review meetings with Curt Loyd, Kara Otke. Departments responsible for identifying courses that can't conflict.
Web Data Collector Data Entry	Jan. 29 – Feb. 16, 2024	Department Admin	Scientia Web Data Collector (WDC)	Department admins enter scheduling data (course section, instructor unavailability etc.)

Draft Timetable Review for Errors and Omissions	Mid-April, 2024	Department Head	UBCO Online Timetable / Workday Student	Department Heads distribute the draft timetable broadly for review for errors and omissions (eg. instructor attached, scheduled term, cross-list requirements, course sequence, conflict). Department admins to report errors and omissions using the UBCO Scheduling Change Request Form prior to timetable publication.
Lab Placement Meetings	End-April 2024	Scheduling Services 1:1 Department Admin/Lab Manager	Zoom	Scheduling Services and the Department admins/lab managers responsible for lab placement in department restricted space, meet to review and confirm lab placements
Course Section Setup	End-April 2024	Department Admin	Workday Student	Department admins complete course attributes (section controls) in Workday in preparation for registration (ex: Reserved Capacity, Waitlist Capacity, Private Notes, Public Notes, Delivery Mode).
Scheduling Change Requests	End-April 2024	Department Admin	UBCO Scheduling Change Request Form	Department admins may begin to submit scheduling changes requests for 2024 Winter Session in accordance to the scheduling change matrix.
Timetable Publication	May 17, 2024	Scheduling Services	Workday Student	2024 Winter Session Timetable Published.
Registration	June 2024		Workday Student	Students with a 2024 Winter eligibility may begin to register for 2024 Winter Session.