



How to Update Course section Details (UBC Okanagan)

Learning Objective:

Department Admin, at UBC Okanagan, who support the scheduling process can update additional course section details to help manage the registration process.

Permitted Editable Fields:

- Section Capacity (Optional)
- Reserved Capacity and Eligibility Rules (Optional)
- Waitlist Capacity and Management (Optional)
- Hide Course Section (Optional)
- Publish Instructor Roles (Optional)
- Private Notes (Optional)
- Public Notes (Optional)
- Delivery Mode (*Mandatory)
- Instructor Roles

IMPORTANT: There are many fields that appear while editing the course section definition that should **NOT** be edited. Due to the structure of Workday Student, these fields cannot be disabled. It is imperative for users to **NOT** update those fields in order to prevent any negative downstream impacts.

How to Update Course Section Details

There are two reports that can be used to find course sections in an academic period - “**Course Section Search – Central**”, or “**Find Course Sections Definitions – Central**”. The course section definition page is the same in both reports.

Here we will show you how to complete Course Section details using the “**Course Section Search – Central**” report.

1. Type “**Course Section Search – Central**” in the search bar. A menu will open where you can refine your search criteria.
 - a. **Academic Period (Required)**
Select all periods you want included in your search. **Ensure** you select the **Term 1 and/or Term 2** Academic Period. Selecting “2024-25 Winter Session (UBC-O)” will not return any results. For Term All courses, select Term 1.

Note: Only departments you have been granted access to return in the results.



- b. Search results can be refined further using “Course Subject”, “Course Number”, “Course Section” and “Section Status” if required.

- 2. Click “OK”. The “Course Section Search – Central” report will populate.
- 3. Scroll through the report to locate and select the course and section you want to edit. Hover over the text in the “section” column to display the “related actions”
- 4. Click the “related actions”

Section Listings	Course Subjects	Section Listings		Section Listings				
Course Section	Course Subject	Course Number	Special Topic	Section Number	Academic Level	Academic Unit	Section	Section Status
ANTH_O 100-101	ANTH_O	100		101	Undergraduate	Department of Community, Culture and Global Studies	ANTH_O 100-101 - Introduction to Cultural Anthropology	Open



5. The Actions menu will appear. Select **“Course Section Definition”**, then select **“Edit”**.

Section Listings	Course Subjects	Section Listings	Section Listings	Section Listings	Academic Level	Academic Unit	Section
Course Section	Course Subject	Course Number	Special Topic	Section Number			
ANTH_O 100-101	ANTH_O	100		101	Undergraduate	Department of Community	ANTH_O 100-101 - Introduction

Course Section Definition

Edit (highlighted with red arrow)

Cancel

Maintain Custom Meeting Pattern

Maintain Scheduled Assessments

Maintain Section Listings

View Course Section Date Controls

View Roster

Academic Level: Undergraduate

Course Definition: ANTH_O 100 - Introduction to Cultural Anthropology

Instructional Format: Lecture

Delivery Mode: In Person Learning

Section Components: 0 items

Meeting Time	Location
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Edit Section Capacity (Optional)

Section capacity (seats released) is the total number of seats release (*both general seats and reserved seats*). The number that appears, upon draft release, is populated from the course section information that was entered in Web Data Collector (WDC). Section capacity may be updated as long as it does not exceed the capacity of the location assignment.

1. In the Edit Course Section Definition screen, scroll down to **“Section Capacity”** to edit.

Section Capacity: 20 (highlighted with red arrow)

Reserved Capacity:

Wait List Capacity: 0

Submit Save for Later Cancel

2. Click Submit.



If the entered capacity exceeds the assigned room's capacity, an Alert will appear.

Unlimited Capacity	<input type="checkbox"/>		
Section Capacity	<input type="text" value="30"/>		
Reserved Capacity	<input checked="" type="checkbox"/>		

1.Alert

1. Click on the Alert to show the error

Alert

1. [Section Components \(Row 1\)](#)

The Section Capacity you entered is greater than the location capacity. Enter a Section Capacity that is less than or equal to the location capacity or select a different Location.

2. Adjust the section capacity so it does not exceed the room cap.

Note: You can find the assigned teaching location on the results screen of the “**Course Section Search – Central**”.

1. Scroll Right to find the “**Meeting Pattern and Location**” column. The example below indicates that this course is assigned to SCI 337 Monday/Wednesday/Friday, 10:00-11:00.

Meeting Pattern and Location	Offering Percent	Course Section Overlaps
SCI-Floor 3-Room 337 Mon Wed Fri 10:00 a.m. - 11:00 a.m. 2024-01-08 - 2024-04-10	100	

2. To find the capacity of the assigned teaching room – refer to “**How to Check Assigned Room Capacity**” Process document.



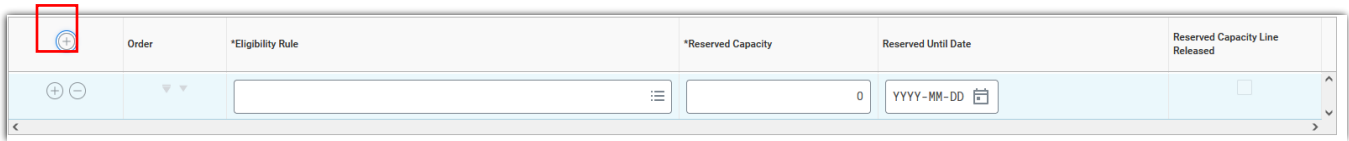
How to Set Reserved Capacity and add Eligibility Rules (Optional)

Reserved capacity and eligibility rules (SISC Seat Pools and Seat Restrictions) can be added to a course section to reserve seats for specific student populations.

1. Click the **“Reserved Capacity”** checkbox to enable reserved capacity. Doing so will reveal a table that will allow users to specify the reserve capacity and eligibility rules.



2. Click the **“+”** button in the left-hand corner of the table to add a new reserve capacity and eligibility rule.



3. Then enter the following:
 - a) **Eligibility Rule (Required)**
Click in the cell and start typing the words **“Students In”**. A drop-down list will appear and includes a full list of available rules. Select the rule for the student population you are reserving seats for.

IMPORTANT: Student Condition Rules will always begin with **“Students In”**. No other rules should be used.

- b) **Reserved Capacity (Required)**
Click in the cell and enter the number of seats you are holding for that specific student population.
NOTE: Do **NOT** decrease the overall **“Section Capacity”** to account for the addition of a Reserved Capacity.
- c) **Order (Required)**
If you are adding multiple Eligibility rules, you will need to use the order arrows to move the eligibilities around to set the priority order of the rules. The most restrictive Eligibility rule should be at the top, with the least restrictive rule at the bottom (Ex: Students In – B.A followed by Students In -2nd Year).



d) **Reserved Until Date** (*Optional but recommended*)

This is the date when unused reserved capacity seats will be released back to the general population. The reserved capacity seats will be released that day by 12 noon (PDT) on working days only.

Once students have registered in a Reserved Capacity, it cannot be deleted. Setting a “Reserved Until Date” is the only way to release these seats back to the general student population.

Note: Depending on the number of eligibility rules, the search may time out. If this happens you can use the “**Student Condition Rules for Reserved Capacity – Central**” report to pull a list of all eligible rules.

Setting up a Waitlist (*Optional*)

When a course section capacity is full (*general seats and reserved seats*) and has a waitlist capacity enabled, the course section status will automatically switch to “**Waitlist**”. As seats become available in the course section, students are moved from the waitlist to the course section provided they do not have active registration holds, time conflicts with other courses, or not enough available credits for that term.

There are two waitlist types of management, “**Automated Waitlist Management**” and “**Manual Waitlist Management**”.

1. To enable Waitlist capacity, scroll down to find the “**Wait List Capacity**” field.
2. Enter the number of waitlist seats. Click “**OK**” to save.
 - i. By default, waitlists are set to **automated management**.

The screenshot shows a form with the following fields and values:

Total Reserved Capacity	5
Wait List Capacity	5
Projected Enrollment	0
Manually Manage Waitlist Promotion	<input type="checkbox"/>

At the bottom of the form are two buttons: "OK" (orange) and "Cancel" (white with grey border). A red arrow points to the "Wait List Capacity" input field.



Waitlist Management

Option 1: Automated Waitlist Management (*Default recommended*)

Automated Waitlist Management is recommended for most course sections and functions by informing students (in chronological order) of an available seat. Students are then provided the following options:

1. **Accept:** Student can modify currently enrolled courses and accept a seat simultaneously
2. **Drop:** Student removes themselves from the waitlist. Seat offer goes to next student on the waitlist
3. **Skip:** Student does not accept seat, retains spot on waitlist and will be notified the next time a new seat opens up

Note: If no action is taken within 24 hours Workday Student will enforce the “**No action**” response.

4. **No action:** Seat offer will expire after 24 hours and will be sent to the next student on the waitlist. Like "Skip", students will retain their position on the waitlist and will be notified next time a new spot open.

Option 2: Manual Waitlist Management

Manual Waitlist Management can be used for targeted enrolments (Majors/Year level), XM sections, Directed Studies and/or Special Topics. In Manual Waitlist Management, Department Admins manage waitlist sections and force-add students into corresponding sections at their discretion.

1. Scroll down to find the “**Manually Manage Waitlist Promotion**” and check the box.

Note: If left unchecked – management will default to expiry.

The image shows a screenshot of a web form. At the top, there is a label "Manually Manage Waitlist Promotion" followed by an unchecked checkbox. A red arrow points to the checkbox. Below the checkbox, there are two buttons: an orange "OK" button and a white "Cancel" button with a grey border.

2. Click “**OK**” to save.

Hide Course Sections (*Optional*)

The hide course section box allows you to hide a course section from a student’s view.



Note: hiding course sections, with no registration, assigned general use teaching space is not permitted.

For more information, refer to Hide Course Section Downstream Impacts guide.

1. Scroll down to find **“Hide Course Section”**
2. Click the box beside **“Hide Course Section”**



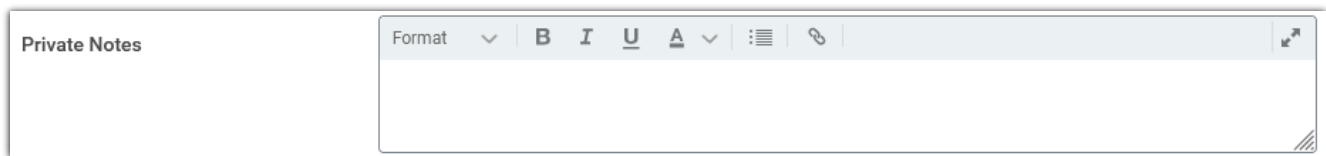
3. Click **“OK”**

Add Private Notes *(Optional)*

Private notes are optional and if entered, can only be seen by UBCO staff. These notes are not visible on the Online Course Schedule.

Note: All notes can be rich text formatted, with font color, bullets, and hyperlinking options available.

1. Scroll down to find **“Private Notes”**

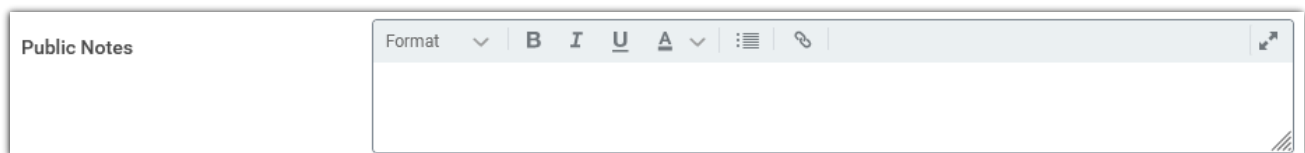


Add Public Notes *(Optional)*

Public Notes are optional and if entered, are visible to the student and can be seen on the Online Course Schedule.

Note: All notes can be rich text formatted, with font color, bullets, and hyperlinking options available.

1. Scroll down to find **“Public Notes”**



Guidelines for Text in Public and Private Notes:



- Use plain, succinct language. Any user should be able to see the text in context and understand the meaning.
- Abbreviations are not allowed except for approved acronyms listed in the University Glossary to ensure universal understanding.
- Special characters should not be used unless part of the distinctive element (for example, using curly brackets '{ }', a hyphen '-', or forward slash '/' as part of listing the variable credit values for a course, e.g., {3-6} or {3/6}).
- Numerals may only be used if they are part of the distinctive element. (E.g., {3-6} for variable credits)

Published Instructor Roles (Optional)

Published Instructor Roles may be used to publish the names of the Coordinating Instructor and Teaching Assistant roles teaching roles on the student view of a published course section.

Note: “Instructor Grading” and “Instructor Teaching” will be defaulted publish. To select, type “Instructor” into the field, click “Enter” on your keyboard, and select the options you wish to use.

The screenshot shows a form with several fields. The 'Published Instructor Roles' field is active, displaying a search results dropdown. The dropdown title is 'Search Results (3)'. The first result, 'instructor', is already added to the field. Below the dropdown, three options are listed with checkboxes: 'Instructor Coordinating' (checked), 'Instructor Grading' (unchecked), and 'Instructor Teaching' (unchecked). Other fields in the form include 'Course Tags', 'Course Level :: 100 Level', 'Course Section Tags', 'Learning Outcomes (empty)', 'Bookstore URL (https://bookstore.ubc.ca/)', 'Instructional Format', 'Total Contact Hours for Course', and 'Delivery Mode'.



Delivery Mode (*Mandatory*)

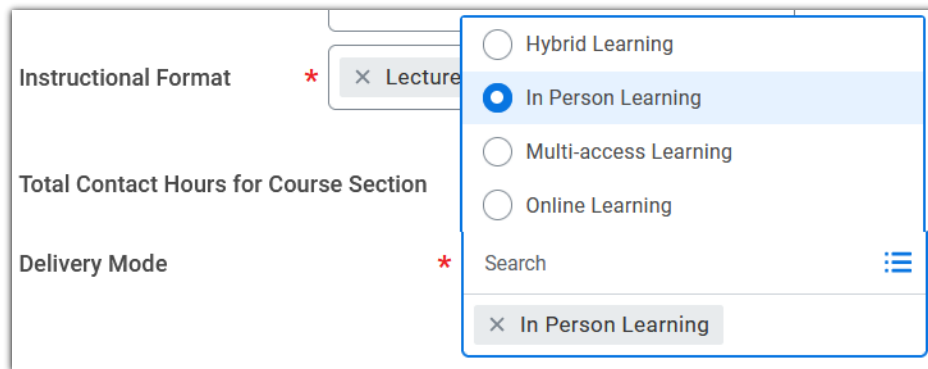
Indicates to students how they will attend the course section.

* **IMPORTANT:** At UBC Okanagan - all course sections default to “In Person Learning” at creation. You will **ONLY** need to modify sections that are “Hybrid Learning”, “Multi Access Learning”, “Online Learning” or if you are changing a section back to ‘In Person Learning’.

1. Scroll down to find “**Delivery Mode**”

Choose one of the following Delivery Modes:

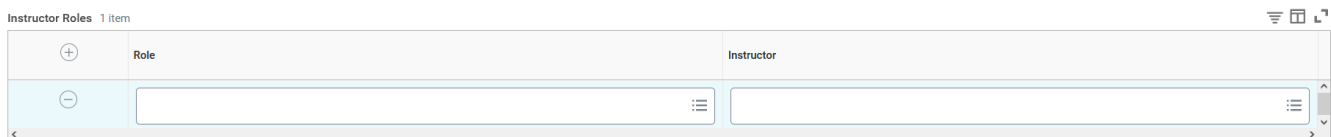
- Hybrid Learning
- In Person Learning
- Multi-Access Learning
- Online Learning



Instructor Roles

Users may **ONLY** edit Non-Teaching Instructors roles here (ex: TA, Instructor Coordinating).

IMPORTANT: In order to prevent any negative downstream impacts, **Instructor Teaching MUST** be updated in Scientia by Scheduling Services and can be requested through the [UBCO Scheduling Change Request Form](#).



For more information, refer to [How to assign Non-Teaching Instructors and TAs guide](#).