

2025 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. 25, 2024 – Jan. 10, 2025	Department Admin	Scientia Web Data Collector (WDC)	Department admins enter scheduling data (course section)
Timetable Publication	Jan. 24, 2025	Scheduling Services	Workday Student	2025 Summer Session Timetable Published.
Scheduling Change Requests	Jan. 27, 2025	Department Admin	UBCO Scheduling Change Request Form	Department admins may begin to submit scheduling change requests for 2025 Summer Session.
Course Section Setup	Jan. 27, 2025	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).

2025 Winter Session

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Annual 1:1 Meetings	Oct. 7 – 18, 2024	Scheduling Services 1:1 Department Head	Zoom	Annual Scheduling kickoff meetings with Jay Graham, Terra Kershaw and Department Head.
Annual Required Instructional Formats Review and Update Submissions	Oct. 7 – Dec. 12, 2024	Department Head	Workday Student/UBCO Scheduling Change Request Form	Department Heads review course Required Instructional Formats using the Course Attributes – Central Report . Changes required for the 25W and 25S session are submitted through the UBCO Scheduling Change Request Form .
Annual Pathways and Student Sets Meeting	Oct. 28 – Nov. 29, 2024	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	Feb. 3 – Feb. 21, 2025	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, 2025	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	Late-April 2025	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	Late-April 2025	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	Late-April 2025	Department Admin	UBCO Scheduling Change Request Form	Department admins may begin to submit scheduling changes requests for 2025 Winter Session in accordance to the scheduling change matrix.
Timetable Publication	May 16, 2025	Scheduling Services	Workday Student	2025 Winter Session Timetable Published.