Course collection checklist & tips

Tips on how to get started

- ☐ Gather information from the current year's timetables. This can be done by running an 'Acad timetable'.
- ☐ Run a 'TimetbleData' report for the current year's course collection information and compare to the AcadTimetable.
- ☐ Look at courses offered and if more or less sections of courses were needed.
- ☐ Look at cancelled courses and cancelled reserves to decide if they are needed on the next year's timetable.
- ☐ Check course enrolments against course cmax. Should the estimated enrolment be adjusted up or down for next year?
- ☐ We encourage departments to balance year level courses and required courses in D2 & D3 (i.e. having 9 D3 courses and 4 D2 courses may not work well for student's schedules).

Course Offering Checklist

Course Offering List Page:

- ☐ All courses not being offered should be set to 'not offered'.
- ☐ Is a course being removed from the Calendar? If so, please 'delete' the course (this will delete it from all sessions – FW, SP & SU).
- ☐ Is a course being added to the Calendar? If so, please 'add' the course to the list.
  - To do this, go to 'Course Offering' (also called 'Course Offering Request'.
  - Search for the course number, then select the 'Add' button.
- ☐ Only the 'home' department needs to enter course information on cross-listed courses.
- ☐ For conjunction courses (courses that are not cross-listed, but have same time/room/instructor), please enter course information for 1 course. The second course can be marked as 'offered' only. Contact our office at schedule@brocku.ca if you have any questions about this.
- ☐ All new/re-numbered courses should be added to course offering screen to keep course information updated even if not yet approved by UPC. This will ensure the new course a space on the timetable.
- ☐ Co-op courses will be edited by the Co-op department

Course Offering (Course Offering Request) Page:

- ☐ Confirm the course title is correct. If the title is not correct, it can be changed at this point (note that the character limit is 45).
- ☐ Is the course going to have multiple sections that will share the seminars/labs or tutorials? If so, change the secondary designation from 'EXCLUSIVE' to 'SHARE'.
- ☐ Is this course renamed or renumbered? If so, select the option 'This is a renamed or renumbered course'. Enter the previous name (subject) and previous number. Example:
  Previous name 1: MATH
  Previous number 1: 2X00
- ☐ Select the appropriate duration. If the duration is not available, please email us with specific information on the duration including start and end dates.
- ☐ Agree or disagree to the cross-listing information. If it is wrong, you can send us an email, otherwise it will be adjusted when we receive the UPC changes.

Timetable Request Checklist

Primary Information Page:

Primary Component Type

- ☐ Select the appropriate course type (note: our office cannot adjust course type on the system once catalogue numbers run and registration has begun).
- ☐ FLD (Field) should be used when a course is running off-campus. Off-campus locations will not be available on PRO (Project) courses.

Conjunction Courses

- ☐ For any courses that are not cross-listed, but will be scheduled as same time/room/instructor.
  - Ie. 5th year courses running with 4th year courses.

Instructors

- ☐ No more than 6 timetabled courses can be attached to a professor name (this does not include project/www courses).
- ☐ Departments should be mindful when using TBA instructors. These should only be used when the instructor is not yet known, or not yet hired. Again, only 6 courses per TBA name is accepted.
- ☐ We ask departments to use real instructor names (not TBA) where possible. This is especially critical if professors have medical or other accommodations.
- ☐ Contact our office by email if there are any instructors no longer at Brock, who need to be removed from the drop-down list
- ☐ Contact our office by email if there are any instructors that should be added to the drop-down list (full first and last name required please)

Time of Day

- ☐ Select the appropriate time of day.
- ☐ Check to make sure you are balancing the evening courses for instructors and students
  - ie. An instructor cannot teach more than 4 courses in evening per term (classes do not run on Friday evenings).

Estimated Class Maximum

- ☐ All departments should check that course component enrollment is correct.

Non-standard Teaching Aids

- ☐ Computer projection is standard equipment in all lecture spaces. There is no need to request this option in course collection.
- ☐ 'Smart classroom' is not an option on the drop-down list. Due to space shortages, timetable construction priority is to schedule based on capacity.

Teaching Pattern

- ☐ Make sure to select the appropriate teaching pattern (please note: for Fall/Winter, in can be very difficult for us to adjust a daytime course teaching pattern after timetable construction).
- ☐ Most often, Spring and Summer courses run twice a week, due to the shortened duration.

- [ ] If you do not see a teaching pattern in the list that is required for an accelerated course, please contact us via email and we will add it to the drop-down list.

- [ ] Contact hours are crucial in Spring & Summer for primary & secondary components. The following are needed in order to fulfill the minimum contact hours:
  - 36 hours for half-credit courses
  - 72 hours for full-credit courses

Assign Department Space

- [ ] This option is available to assign department classrooms to the primary (LEC,etc.) component.
  - This should only be used for the primary component, for seminars/labs/tutorials, please input the room on the Secondary Information screen.

- [ ] If department has their own classroom or meeting space they would like to use, please input it in this screen. (It is helpful to know if courses can be held in department space instead of general space as it helps in the timetable construction process).

- [ ] If you do not see a room on the list that belongs to your department, please contact us via email at schedule@brocku.ca and we will add it.

Secondary Information Page:

- [ ] Setup the labs/seminars/tutorials in the first 2 sections of this screen.

- [ ] The length in hours should be the total length for 1 instance of the sem/lab or tut
  - Ie. if Spring and 2x1hrs, enter 1 hr and our program will schedule twice a week for Spring.

- [ ] Class frequency is mostly weekly, but you can select 'Alternate Weeks' or 'Other'.
  - If alternate or other, please contact our office to provide details on the scheduling.

- [ ] For 'Taught by' enter 'TA' unless the instructor is teaching.

- [ ] The third section of the screen can be used to individually edit certain secondaries.

- [ ] You can edit the individual components if you want to enter a department space.

- [ ] Secondary information numbers must match the primary enrolment request (otherwise, the form will display as 'incomplete').

Last Steps prior to deadline:

- [ ] Make sure all records are 'verified' and 'complete' (TimetbleReqList screen).
  - Forms 'unverified' or 'incomplete' will not download, and therefore, will not be timetabled.