# SCHEDULING, OFFICE OF THE REGISTRAR

# FREQUENTLY ASKED QUESTIONS

## What is the web address for Scheduling Office information?

Please check here often for current information,

http://www.brocku.ca/registrar/faculty-staff-resources

## What is the e-mail address for Scheduling, Office of the Registrar?

Please send all correspondence to:

schedule@brocku.ca

## Do I need to edit the Course Offerings screen information?

Yes you need to edit this information to flag your courses as Offered, Not Offered (will remain in the Academic Calendar), Deleted (is being removed from the Academic Calendar), or ADDED (newly included in the Academic Calendar).

## Why are not all teaching aids listed in Teaching Requirements?

We have only listed teaching equipment that is not available in all spaces. The standard equipment is available everywhere either as a permanent installation or can be ordered in through Telecommunications Service.

## How do I indicate that more than one section of a course needs to be timetabled?

When you indicate the number of sections in Course Offering the system will give you access to the appropriate number of forms in Timetable Request. A form must be completed for each section offered.

## What is duration, and where can I see information?

Duration is attached to a course component to describe when the class starts and ends. Duration must be accurate on timetabling information to ensure the scheduling software will timetable the component to start and end as expected and avoid student program and instructor conflicts with other courses running during that time. Duration information is present in the drop down box in Course

Offering and must be selected in order for the system to set a Timetable Request form. You must then proceed to complete the form(s).

## How do I know what course types are used in BROCKDB (.net)?

You can view course types by loading the year and session fields in Course Offering List, and opening the drop-down box labelled 'Course Types'.

## How do I change a course number, or duration in the on-line forms?

You cannot adjust course number or duration in the Course Collection on-line forms without using add and delete.

## How do I change the title for a course in the on-line forms?

The course title in the Course Collection on-line forms comes from information in the course history files. This data should only be changed when the title is (or about to be) officially changed in the University course calendar. Adjust this information in Course Offering Request/Course Title.

## Is there any additional information I need to give Scheduling when I change a course title?

The Scheduling Office will verify the accuracy of course titles with the new calendar once this has been provided.

## Where can I look up the size of a room on St. Catharines (Brock) or Hamilton campus?

Please check the scheduling web-site for a document which lists spaces at the Brock St. Catharines and Hamilton campuses.

## Does the Scheduling Office require hard-copy timetable information?

We no longer require hard-copy forms. The information provided on-line is transferred electronically to the scheduling timetable construction software, and we expect that verification and signature indicate approval of the Chair or Program Director.

## What is a Wait List?

Wait list information is collected in Course Collection – Timetable Request. It is possible to indicate that a course primary delivery or a course primary and secondary delivery should be wait-listed during registration once the course fills for the first time. The Scheduling office uses information provided in the Course Collection timetable forms to build the table WLIST on DBBROCK(LION).  The WLIST table is used in the registration process to identify courses you have asked be wait listed, and relay information to students.  The names of students required to be wait-list are kept in the academic department and course registration is monitored and students are admitted to the course via a departmental override as space becomes freed. Please note that it is not possible to wait list only secondary components. This is because the registration system now expects students to be register for both primary and secondary component in the same transaction.

## How do I put a course on the Wait List?

Scheduling will build the wait list table based on information you provide on the timetable form. Prior to registration we will send a list of your wait-listed components. At that point you have a chance to review and adjust. You can view this information via table WLIST.

## How are program requirements identified in the scheduling software?

There is no area for this information in the Course Collection timetable forms. The student/program conflict matrix is built using the current calendar information. Timetables are not constructed from information included in old calendars.

## What programs are not considered in timetable construction?

Combined major and certificate programs are not considered in our student conflict matrix building except when the total number of students declared is 25 or more over all study years.

## How are faculty rules applied in timetable construction when a fictitious name is used on the form?

A fictitious name should only be used when a real name is not known (e.g., hiring has not taken place).  (Names for instructor on limited contract should be used in timetabling data if it is expected that the contract may be renewed in the next cycle.) The scheduling software will ensure that all components attached to the same fictitious name will schedule conflict free for that unknown person.  Faculty rules and medical accommodations are not applied to fictitious names. Once the fictitious name has been replaced with the name of the person hired as BUFA,

the department may request adjustment to their timetable. There is no guarantee that the degree of adjustment will result in total compliance of the rules or be able to respect medical accommodations. Note that BUFA rules do not apply to instructors hired as CUPE or instructors who are University staff.

The same fictitious professor name may only be added to 6 courses in any session. Exceptions are for course component type PRO (project, no day/time/room required) and WWW (on-line courses).

## How can I ensure a class is timetabled into a space with moveable furniture?

There are a limited number of classrooms on Brock, St. Catharines campus with moveable furniture. In addition to this, none of these spaces will accommodate class sizes larger than 40. Daytime slots are priority scheduled for the preservice program. Classes estimated greater than 40 students will not timetable into space with moveable furniture. For classes 40 or less the success rate is not good. For this reason, there is no request option in the Course Collection on-line timetable forms.

## How can we get a seminar room for a class with over 20 students?

There are no seminar style rooms that will accommodate class sizes greater than twenty. If a course requires seminar style instruction the department might want to consider sectioning. If only a portion of the class may run as a seminar, the department might want to consider restructuring to a lecture and secondary seminar format.

## How do I add a new course subject code?

If you are introducing a new subject code to the Course Collection on-line forms and this code does not appear in the drop-down boxes, please contact the Scheduling Office to have the code set up to enable you to continue to add you timetable information. We will at least need to be advised that the new code has been requested via the Undergraduate Program Committee or Graduate Studies Committee or approved through Senate.

## Why was a class timetabled as a lecture when it should have been a seminar course running in a seminar room?

The primary component choice on screen Timetable Request is extremely important. If you choose for example type LEC (lecture) the course will be timetabled into a lecture room. If you choose type SEM, your course will be

timetabled into a seminar space and the estimated class enrolment will be restricted to 20 or fewer.

## Why did the reserve secondary seminars for daytime courses timetable into evening periods?

This is deliberate to alleviate some serious seminar space shortages in the daytime schedule. Reserve secondary components will timetable in a period running Monday through Thursday at 1900-2000 or 2000-2100.

## How can I indicate on TimetableSLT that a secondary in Spring is repeated twice per week?

This is a bit of a shortcoming on the form that we hope to address in future. There is no place to indicate this; however, the Scheduling Office will continue to assume this to be the case.

## If the department wishes to schedule secondary seminars for Spring Evening classes to sequence before the lecture, but not overlapping, (e.g., seminar 1 1700-1800, seminar 2 1800-1900, lecture 1900-2100), is this possible?

Sequencing is generally not a consideration in timetable construction; however, this is not considered to be problematic in the Spring evening timetable construction. In addition to the electronic form, please provide an email list of those evening courses requiring sequencing. The Scheduling Office would need to manually intervene to timetable secondary components in this manner. It is the responsibility of the department to check the preliminary timetable when issued to ensure these components are set as expected.

## How can I ensure students have access to all seminars/labs/tutorials for our multi-sectioned courses?

Please indicate in Course Offering Request that secondaries are SHARED across all sections. This will ensure that the secondary components for all sections of the same course (running in the same duration) will be made available to any student in any lecture section.

## When would I set secondary component to EXCLUSIVE on Course Offering Request?

Any single section course must have the secondary components set as exclusive (meaning exclusive to that section). Any multi-sectioned courses where students

should be restricted to choosing only seminars/labs/tutorials associated with their registered lecture section should also be marked exclusive.

## What is the largest lecture room available in a daytime period?

David S. Howes Theatre is available for courses scheduled into daytime periods, with a capacity of 495.

## What is the largest lecture room available in an evening or late afternoon period?

Room TH247 is the largest capacity space in the evening or late afternoon at 382. Please ensure your lecture section estimated enrolment does not exceed 382 for evening or late afternoon timetabling.

## Why can't I find a professor's name on the timetable form drop-down list?

The drop-down displays instructors who are members of your departments only. The person may not be a member of your department. Click on the 'show all' button to expose the full list of instructors from other departments. If the person is new he/she may not be in our instructor table and you would need to e-mail schedule@brocku.ca to have the name added. Please remember to provide hiring status (BUFA, BUFA limited, CUPE, etc.) Once we have added the name we will contact you and you will be able to complete your timetabling information.

## How can I better manage BROCK DB course collection screens for editing and sorting to reduce edit time?

<u>Tips to Simplify Using Course Collection and Sorting</u>
<u>Through Multiple Pages</u>

**Problem:**
All the information cannot be seen on the screen, causing you to constantly have to scroll back to the other side of the screen (See Picture #1, below).
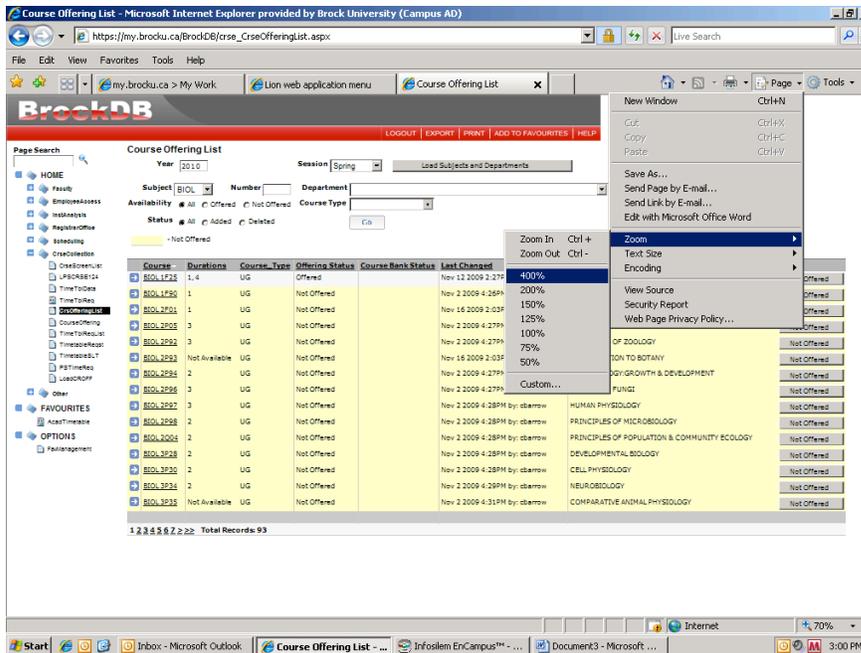
**Answer:**
An easy way to resolve this issue is by adjusting the Zoom on the page (See Pic#2). Notice that all of the information is viewed in one screen in Picture #2.

A short cut to adjusting the page zoom is by holding the "Ctrl" button on the key board and by using the mouse scroll in the center of the mouse. Hold the "Ctrl" button and one scroll forward on the mouse zooms the screen bigger and one scroll back zooms the screen information further. This short cut zoom function

can be done easily with a simple movement, this makes it possible to adjust each
screen you are viewing, as needed.
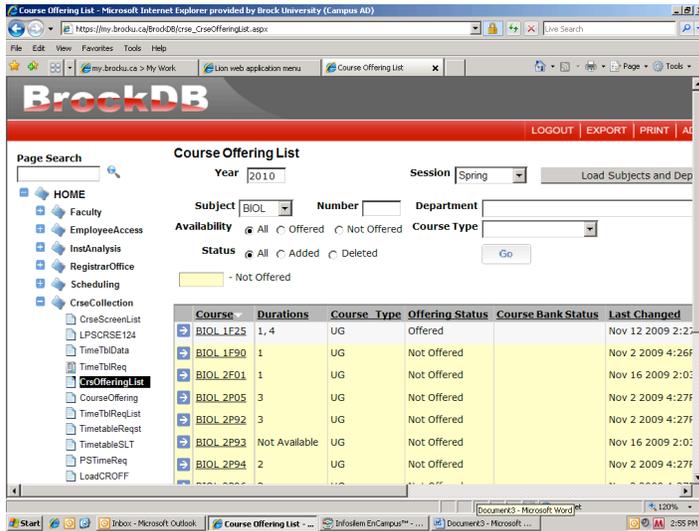


Picture #1



Picture #2

## Problem:
When having to set courses offering statuses there are multiple pages and when
I make a change I get sent back to page 1.

## Answer:

Make the data you are adjusting appear in the Page 1 spot and <u>not</u> the Page 8 spot. Do this by specifying more specific information and using the sort function on column titles.

**<u>Specifying Information</u>**
To make the information you are working on easier to edit and access, use the information fields to narrow the selection down. Helpful fields commonly over looked when data editing are; Course Number, Course Availability, and Course Status. See Picture #3 below for a visual of course collection.

<u>Course Number Field</u>
Notice in Picture #3, the *Number* field has "4%" typed in. This command will bring up only the BIOL 4th yr courses and make them start as page 1, which prevents them from originally being shown on page 4 of the offerings list. When setting each of the BIOL 4th year courses status, this information inputted will prevent the screen from sending you back to page 1 courses. A simple change to the *Number* field will change the data which is displayed. Some examples to use in the *Number* field are; 2% (this will show all second year courses), 2P% (this will show all 2nd year Pxx courses, ie: 2P20, 2P43, 2P55), and 2P5% (this will show all 2nd year P5x courses, ie: 2P50, 2P51, 2P55, upto 2P59). These are only examples and many other combinations can be used.

<u>Course Availability Field</u>
This field is used to specify the courses being shown by their offering status. The offering statuses that can be used to specify are Offered, Not offered, and All. When setting the offering status of many courses (this would apply to setting courses to "Not Offered") using the availability field can be a great help. Selecting availability "Not Offered" will prevent showing courses a department has setup to be scheduled for that year (courses with status "Offered").

<u>Column Sort</u>
Each column in Pic #3, below, has the ability to be sorted by Ascending/Descending order. However, only one column can be sorted at a time. Notice in Pic #3, the column title "Offering Status" has a small white triangle beside it; this is the current column being sorted. To sort a column, double click the title you want sorted, a triangle will appear.

Picture #3

Updated: November 24, 2009