



2025 Winter Course Scheduling Drop-In Session



The UBC Vancouver Campus is located on the traditional, ancestral, and unceded territory of the xʷməθkʷəy̓əm (Musqueam) people.



Next Steps

- Review the resources before starting in Timetabler and Workday
- Current course statuses: Preliminary, Preliminary-Cancelled
- Ensure that courses are scheduled or tagged as Arranged (not both)
- Review reports
 - Refer to the User Guide on how to pull a list of your activities from Scientia Enterprise Timetabler
 - Compare the Course Section Search – Central report in Workday
- Complete course section details in Workday
 - Use the Find Course Section Definition – Central report
 - Refer to the Course Scheduling Course in Canvas



Course Section Definition Fields

Update these fields, as needed:

- Allowed Grading Bases
- **Section Capacity (required)**
- Reserved Capacity
- Waitlist Capacity
- Manually Manage Waitlist Promotion
- Hide Course Section
- Private Notes
- Public Notes
- Course Section Tags
- **Published Instructor Roles (required)**
- **Delivery Mode (required)**
- Instructor Roles

Do not update these fields:

- Academic Unit & Offering Percent
- **Academic Period (must be changed in Scientia)**
- **End Date (must be changed in Scientia)**
- Graded Anonymously
- Grid Configuration for Final Grade Roster
- Grid Configuration for Interim Grade Roster
- Unlimited Capacity
- Other Credit Values
- Instructional Format
- **Instructor Roles for Instructor Teaching (must be changed in Scientia)**



Important Reminders

- Do not publish your courses until after May 14.
 - Scheduling Services will mass publish all courses on this date.
- If you do not want to publish a course, you can hide the course.
 - If you hide a course, you will need to unhide it and publish it, so students can register for it after May 14.
- Once a course section has been published, it cannot be unpublished.
- Contact Scheduling Services to cancel any course sections.
 - Activities should not be unscheduled nor deleted in Timetabler.
- Confirm you are offering the Required Instructional Formats for your course.
- Always “Generate From Template” with the correct activity type or contact us if the activity doesn’t already exist when creating new activities in Timetabler.

Questions?



The next Course Scheduling Drop-In Session:

Tuesday, May 13, 10:00 am