2026 Winter
WDC Drop-in Session

December 2025 and January 2026

Agenda

- Course Scheduling Timelines
- Web Data Collector Overview
- Important Reminders
- Resources
- Q&A

2026 Course Scheduling Timeline

2026W	
WDC opens	Nov 24
WDC closes	Jan 16
Draft schedule	Apr 8
Final Schedule	May 13

Reminder:
T-Reps' edit access to Scientia Timetabler for 25W will be restored on December 2.

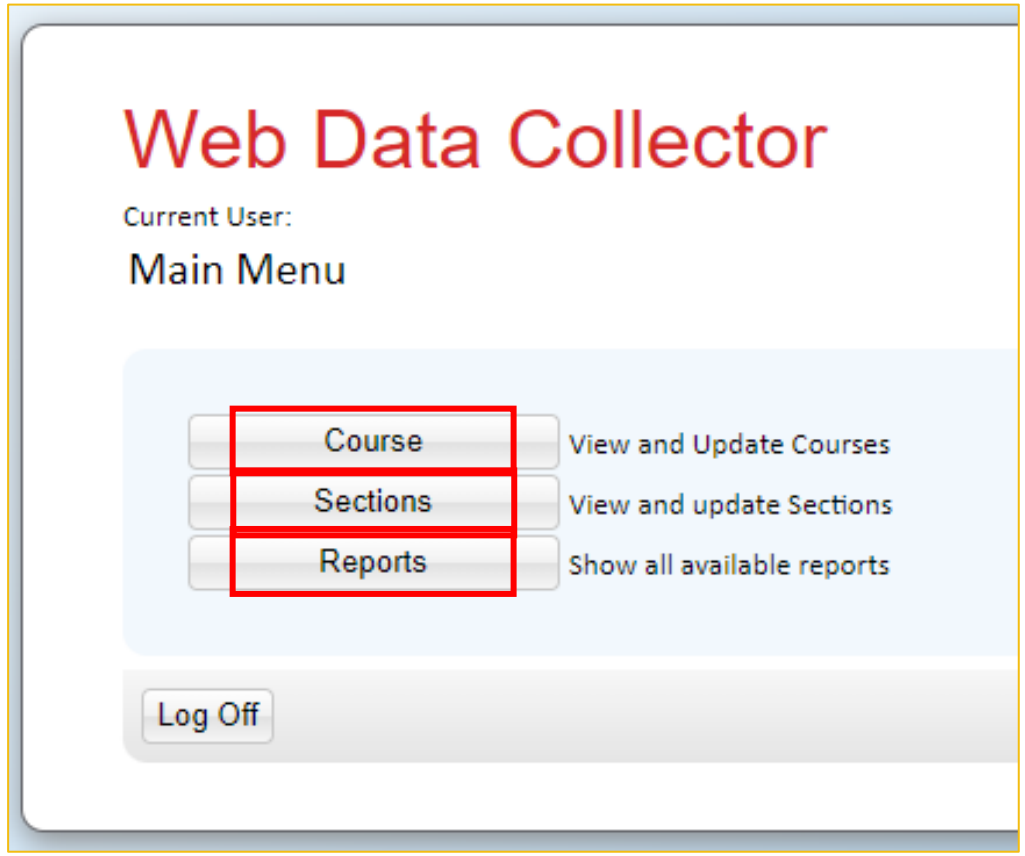
2026 Winter WDC Maintenance Periods

2026W	
Maintenance #1	Dec 5-8
Maintenance #2	Dec 19-22
Maintenance #3	Jan 2-5
WDC Closes	Jan 16, 12 pm

Reminder:

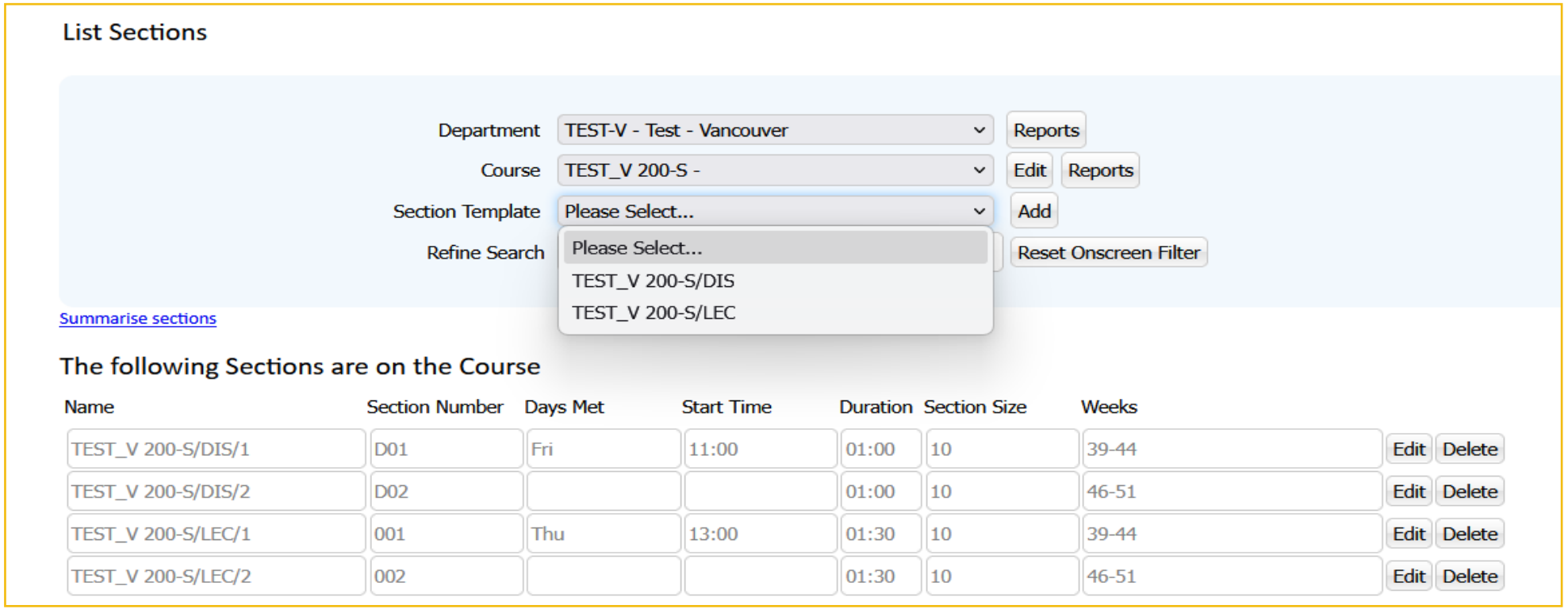
If anything is missing from WDC,
contact us by December 22 to ensure it can be added.

Web Data Collector (WDC)



- **Course:** where you indicate which courses are running for the upcoming academic session. This step must be completed before being able to view any section information
- **Sections:** where you can create new course sections and adjust existing course sections
- **Reports:** where you can access some of the reports available in WDC

Web Data Collector (WDC)

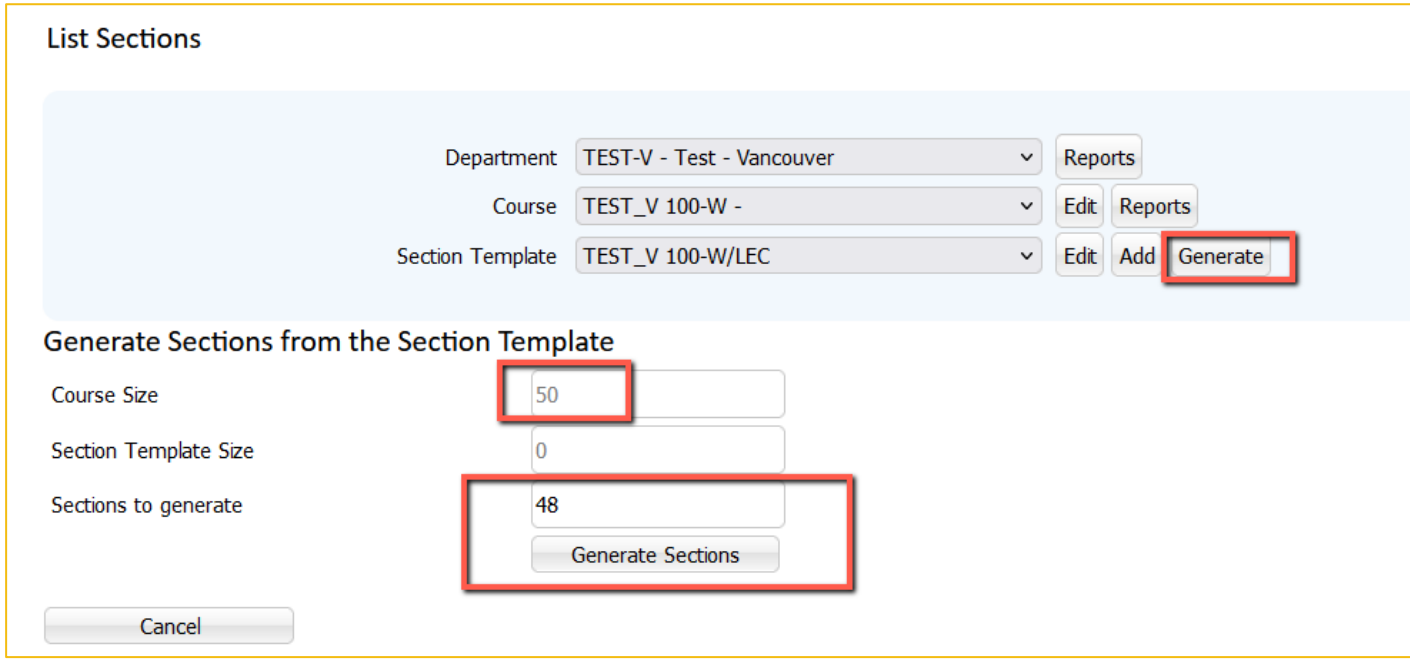


Scheduled and Arranged summer activities will roll from 2025W to 2026W.
However, JTAs will need to be recreated in WDC as they must be split in order to process the roll.

Contact us if you do not see a template in the drop down.

Web Data Collector (WDC)

- **All activities must be created from a template.** When generating a new section from a template, review the ‘Sections to generate’ field as this number is automatically calculated by the system based on the ‘Course Size’ and ‘Section Template Size’. Manually adjust the number of sections to generate as needed.



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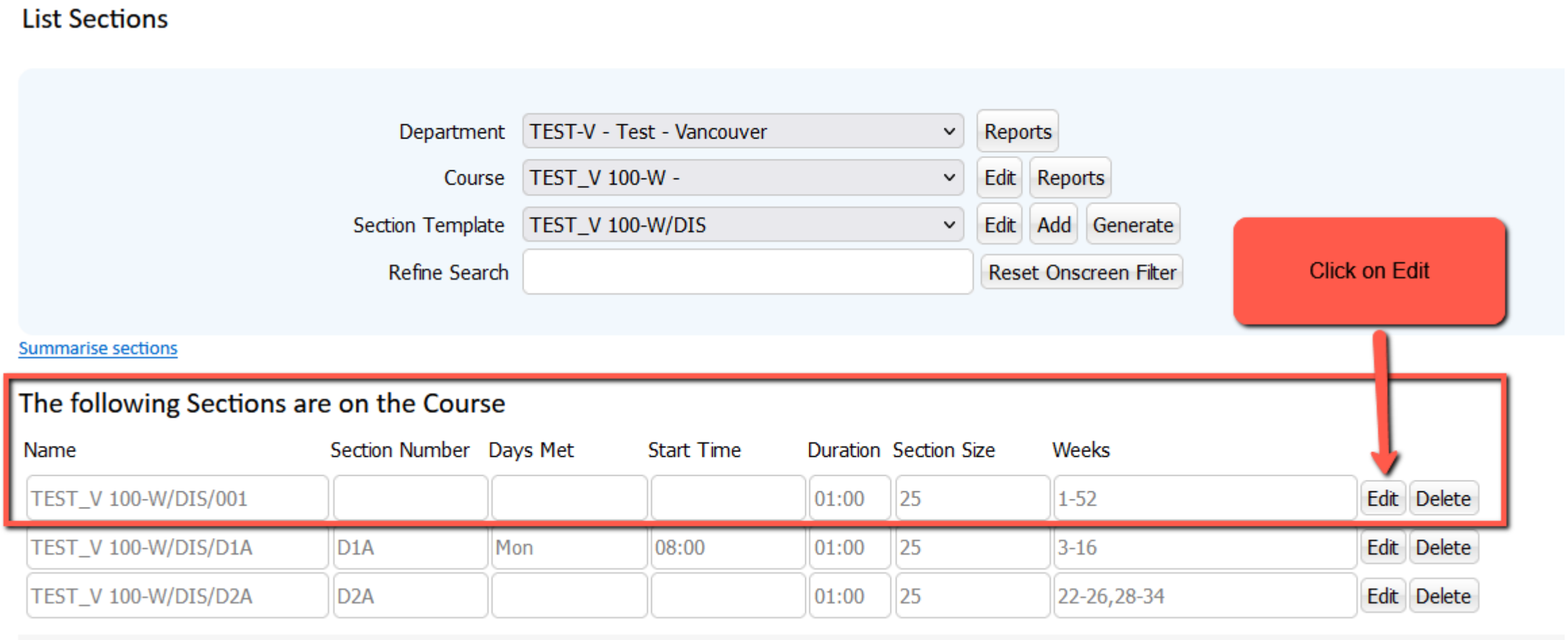
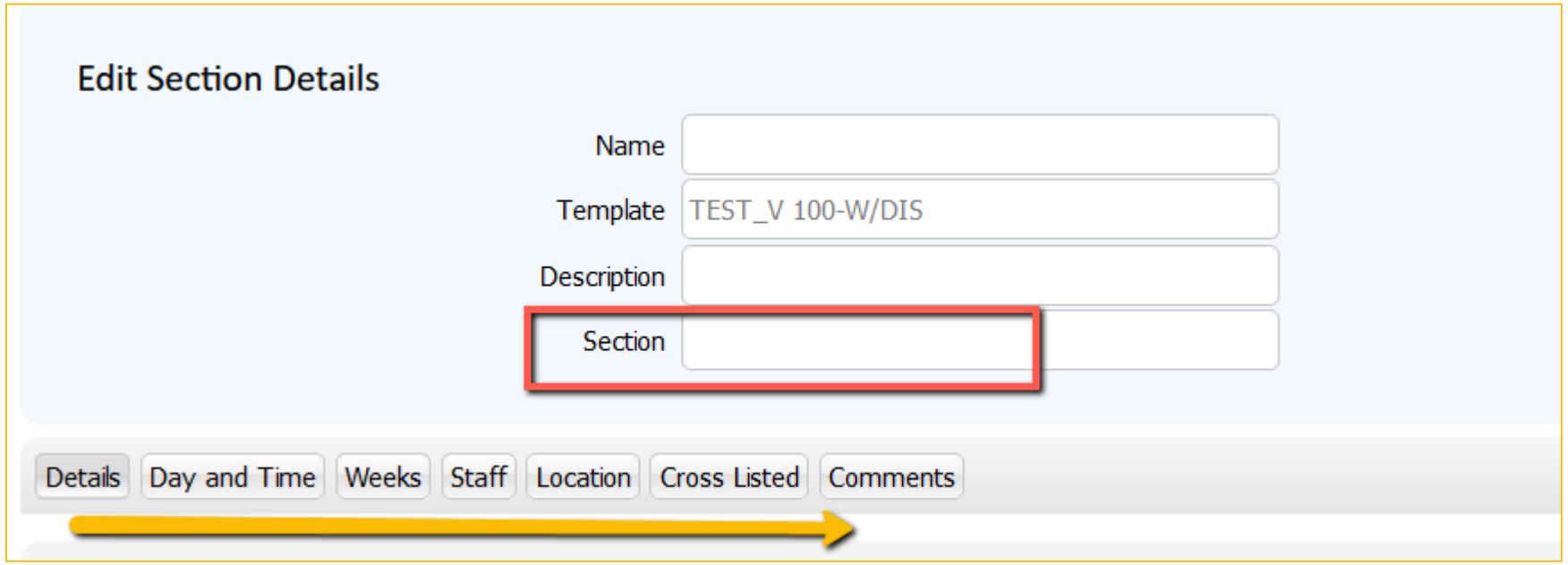


WDC: Completing course details

- Add the Section ID and course details should be completed from left tab to right tab to decrease potential error



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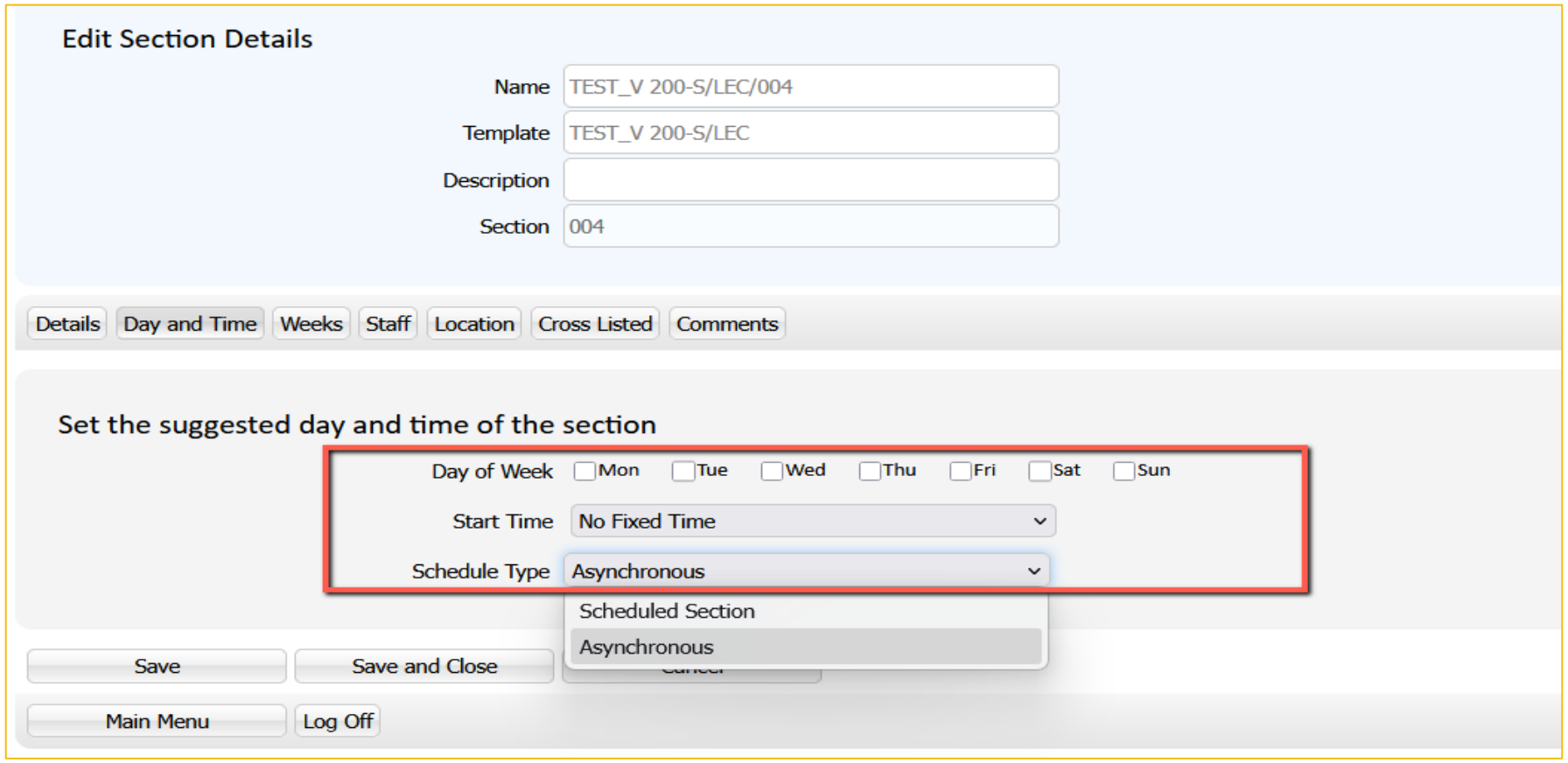
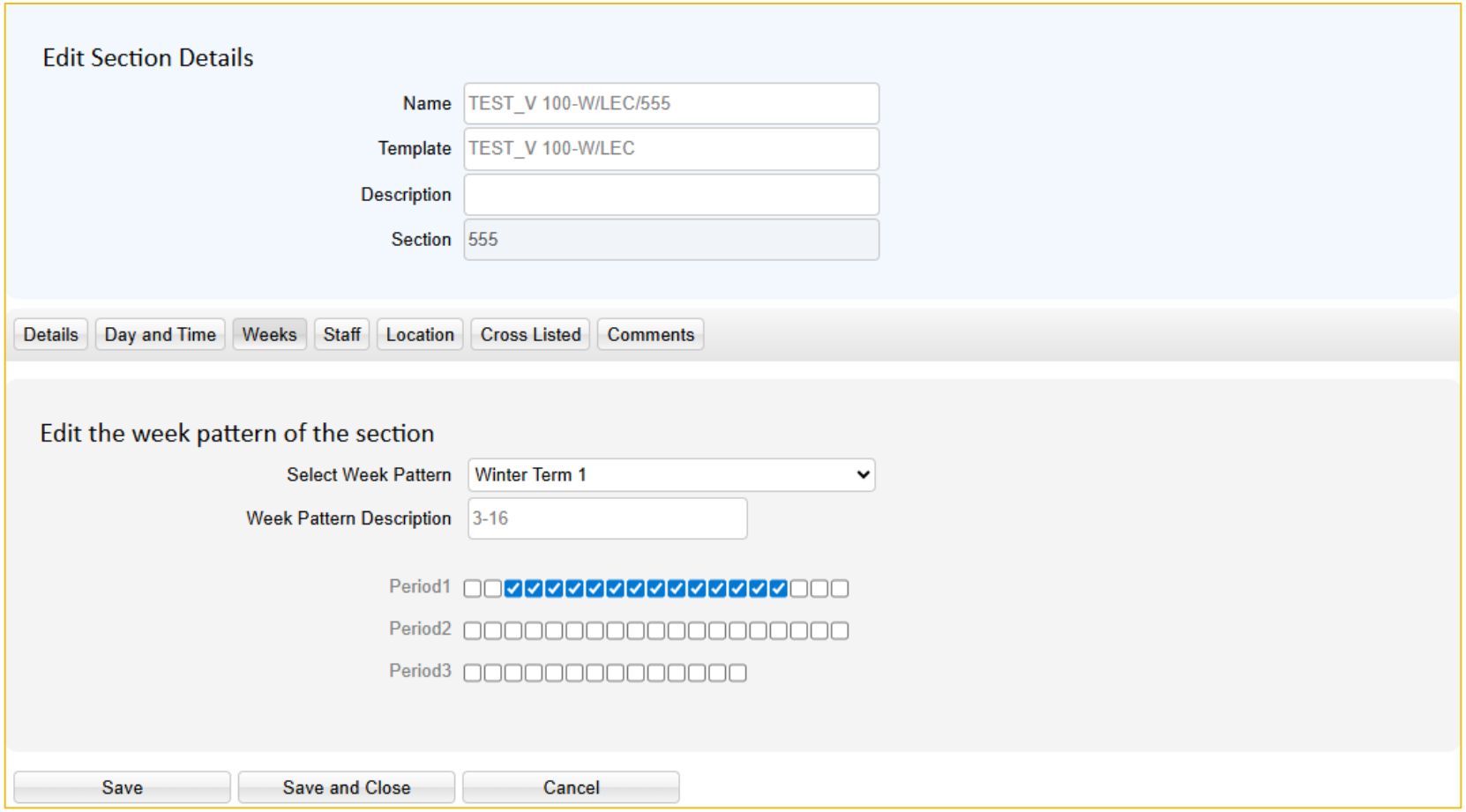


Do not select asynchronous AND select a day/time when creating your course section.

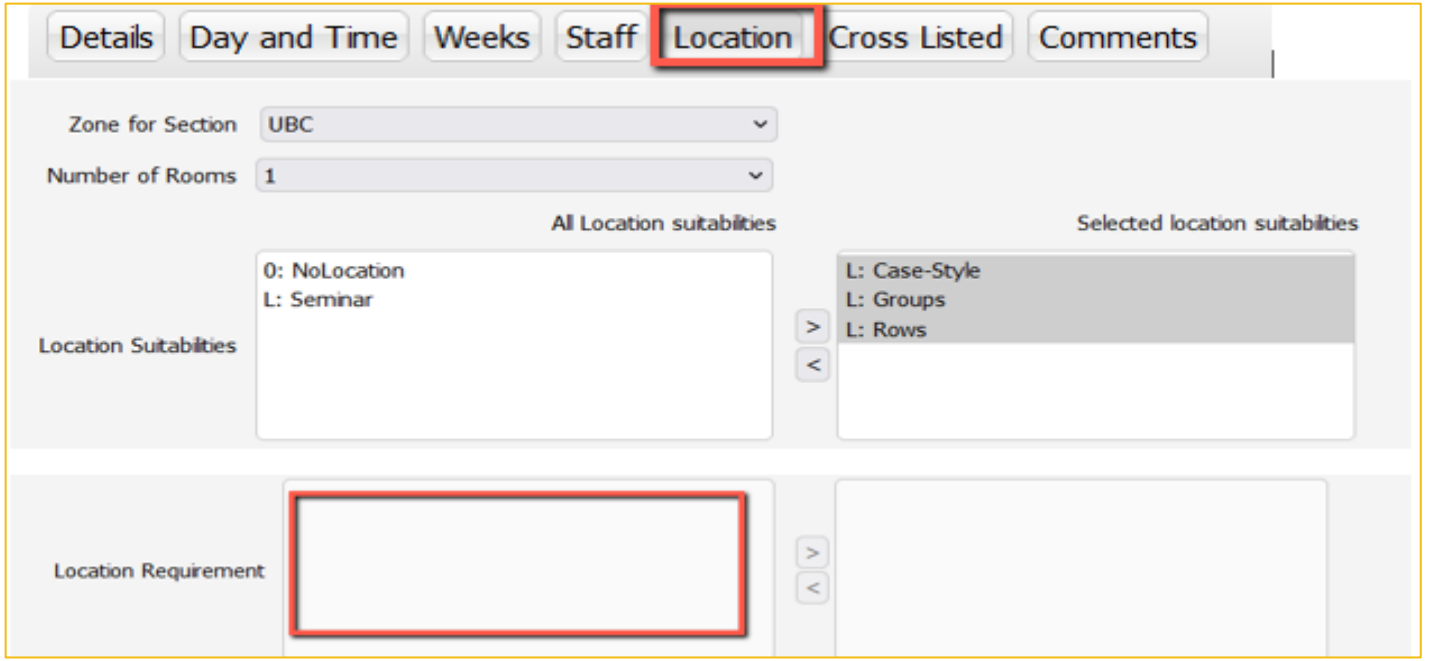
If the course section has a meeting day/time, please select ‘Scheduled Section’.

WDC: Completing course details



Please check all your Winter sections and the Week Pattern used.

WDC: Completing course details

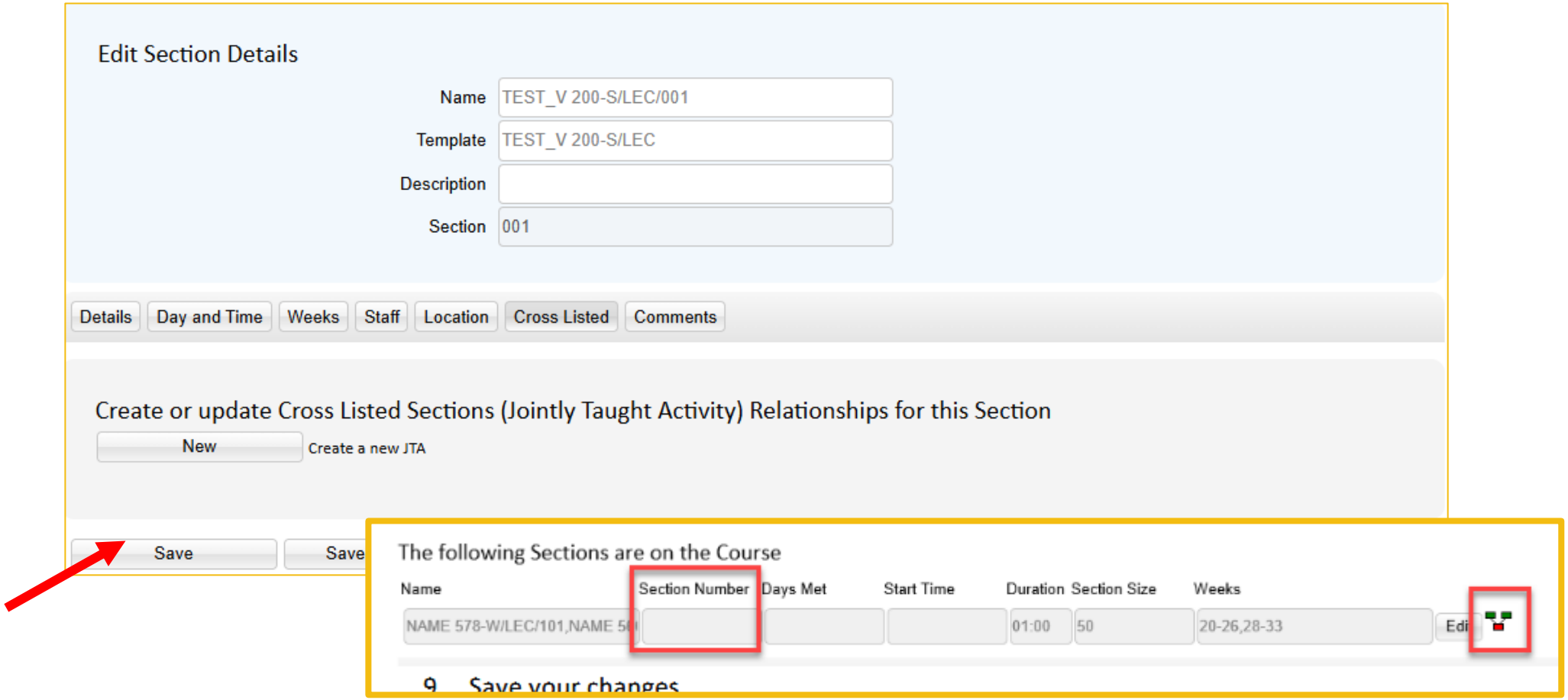


- Suitabilities use ‘and’ logic, so adding multiple suitabilities to an activity will limit the number of room options for the activity.

- If selecting more than one room per activity, please include details for the additional rooms in the comment box (i.e. size, room features etc.)
    - In WDC, a maximum of 3 rooms can be selected.
    - If you require more than 3 rooms, please let us know in the comment box.

WDC: Jointly Taught Activities (JTAs)

- JTAs that are created in WDC will not show the section ID in WDC or Timetabler but will transfer to Workday.

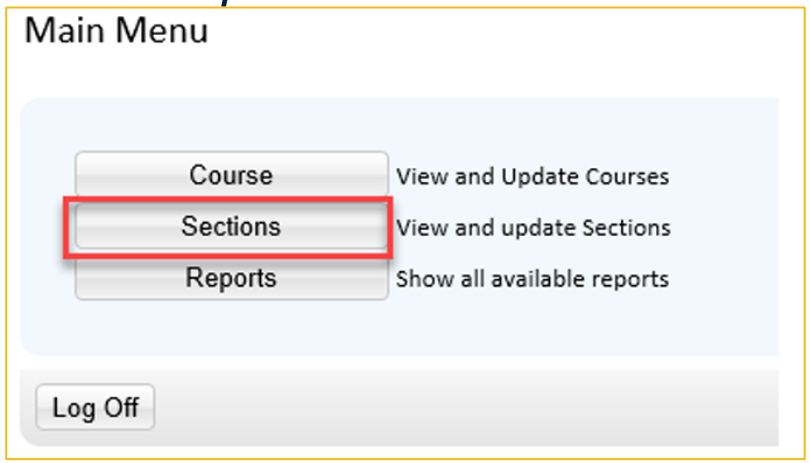


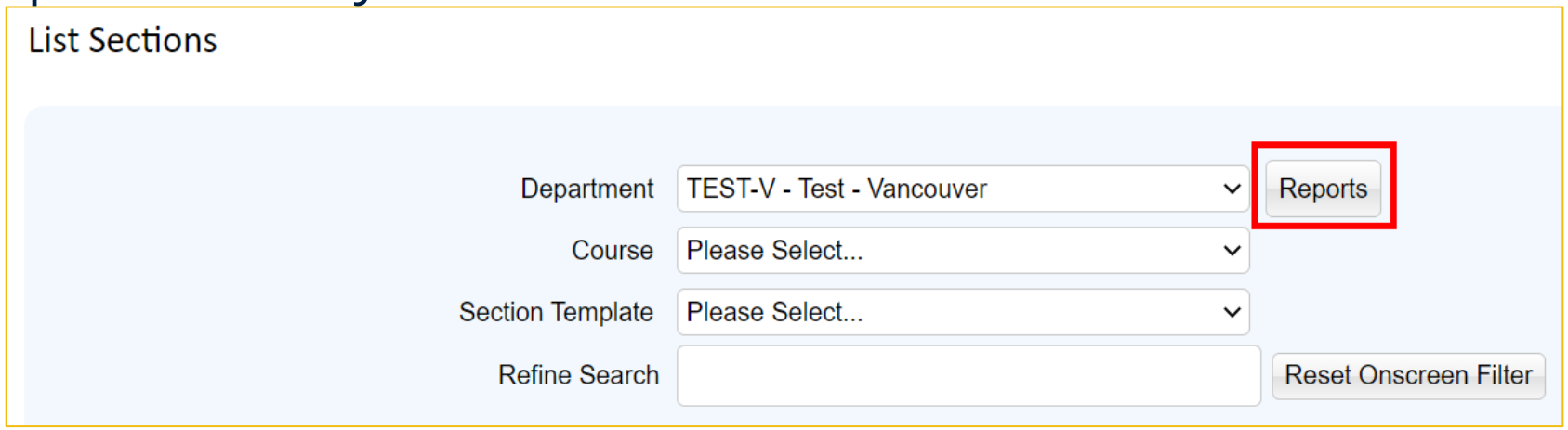
WDC: Restricted Teaching Space

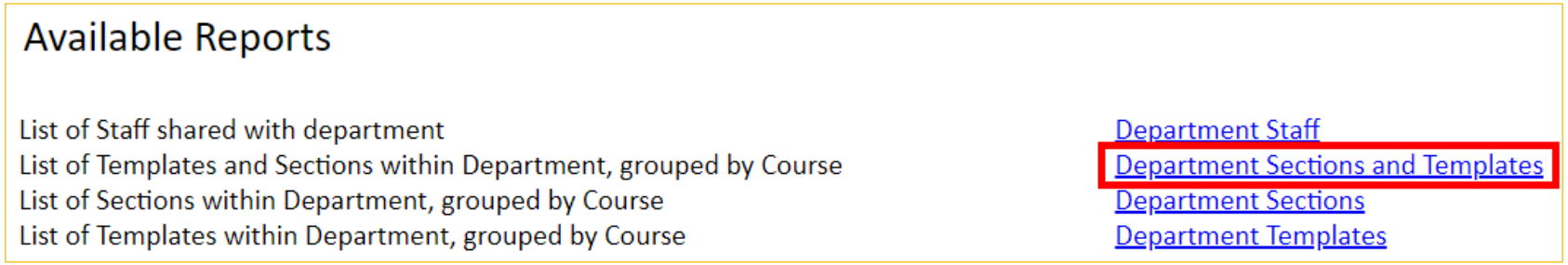
- If you would like to schedule a section into a specific restricted teaching space (RTS), please let us know in the comment box.
- Any RTS that cannot be scheduled for any reason will remain unscheduled in Timetabler for academic units to review following the draft schedule release.
- If you have RTS that you would like to add to Scientia, please let us know.

WDC: Reports

- There are a number of reports within WDC that you can generate.
- We recommend that T-Reps export Report #4, *Department Sections and Templates Report* to confirm their inputs and for your records.





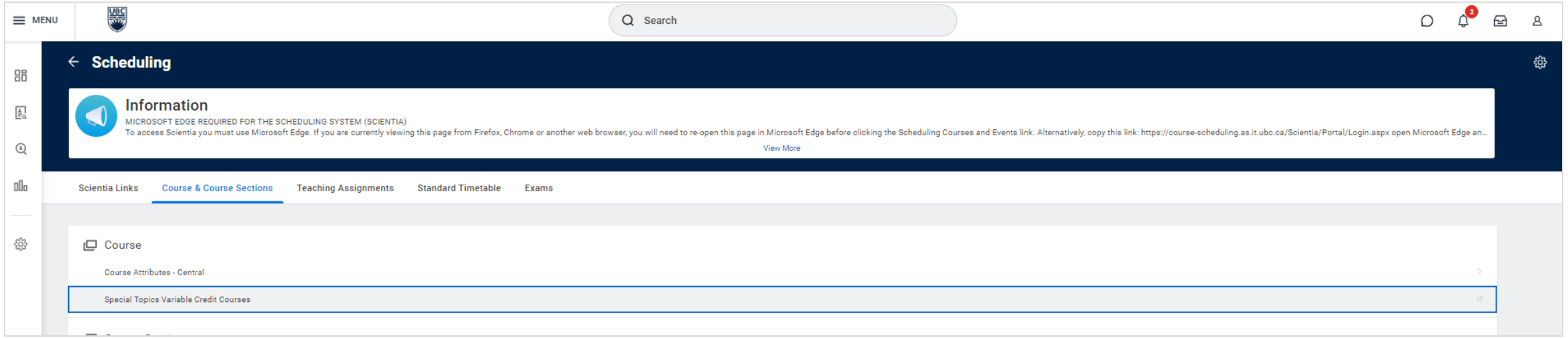


Workday Student: Instructional Formats

- Each UBC course must have same Required Instructional Formats for all scheduled and/or arranged sections.
- Instructional formats ensure that students can register for the course section and all required components, so it is crucial to ensure courses have all Required Instructional Formats scheduled or arranged.
- When completing WDC, ensure you request activities for all required instructional formats to prevent registration errors or missing formats after the draft is released.
- Changes requests to instructional formats has now closed for 26W/27S Academic Periods.

Workday Student: Special Topic and Variable Credit (STVC) courses

- Access STVC course information via Workday and the Scheduling app
  - The tool stores historical course offering information from 2005W onward
  - Allows the creation of new course versions by Scheduling Services



- Variable credits will be shown as a range (ex. 3-6)
- STVCs require a detail code (letter)
- If you have change requests for existing versions, please submit them as soon as possible

Course Scheduling Resources

- Visit our resources page for access to:
  - Workday Student Course Scheduling Canvas Course
  - Course Scheduling User Guide (pdf)
  - Web Data Collector (WDC) User Guide (pdf)

- Check your inbox for reminder emails sent by Scheduling Services

Important Reminders

- Check WDC early to ensure all of your courses are available in advance of a maintenance period.
- Complete your 26W WDC entries by 12:00 pm on Fri, Jan 16.
- New course requests can be submitted via our New Request Form. (Do not put placeholders into WDC, please.)
- Once the draft is released on April 8, all course section details will be completed in Workday. Drop in info sessions will be scheduled.
- T-Reps should submit requests through the *Course Scheduling Request Form* for any support.

Questions