

Constraints on Course Scheduling After Student Registration

1. SCENARIO: A course section needs to be cancelled.

ISSUE: Course cancellation must be requested and processed by Scheduling Services. Once a course is cancelled, any registered students will be dropped from the course and will receive a Workday notification.

RESULT: Submit a course cancellation request via the [Course Scheduling Request Form](#). The section ID cannot be reused for the same course for 25W.

2. SCENARIO: A course section with five or more locations and student registration requires changes to day, time, term or location.

ISSUE: After the course is published and students have registered, the **only** change that can be made is to the instructor. Any other changes require support from Scheduling Services with the cancellation and the creation of a new course section.

RESULT: If this course section requires a change to the start or end date, meeting date, day, time or location then the course section must be cancelled via the [Course Scheduling Request Form](#). Once a course is cancelled by Scheduling Services, any registered students will be dropped from the course and will receive a Workday notification. It is recommended you communicate updated term and registration information with impacted students before cancellation. A new version of the course with the changes will be created by Scheduling Services. The section ID cannot be reused for the same course for 25W. **Note:** Students are not added back in the new course version automatically due to potential conflicts. Students are to register themselves if no conflicts exist.

3. SCENARIO: A course section requires a term change.

ISSUE: Term dates cannot be updated after students are registered in the course section.

RESULT: The impacted course section(s) must be cancelled via the [Course Scheduling Request Form](#). Once a course is cancelled by Scheduling Services, any registered students will be dropped from the course and will receive a Workday course cancellation notification. It is recommended you communicate updated course information with impacted students before cancellation. A new version of the course with the changes will be created by Scheduling Services. The section ID cannot be reused for the same course for 25W. **Note:** Students are not added back in automatically due to potential conflicts. Students are to register themselves if no conflicts exist.

4. **SCENARIO: A course sections with alternating week meeting patterns (Odd/Even NAP in Scientia) requires an update to the term (section start dates and end dates) or meeting days.**

ISSUE: Generally, once a course registration, term dates and meeting days cannot be updated.

RESULT: The impacted course section(s) must be cancelled via the [Course Scheduling Request Form](#). Once a course is cancelled by Scheduling Services, any registered students will be dropped from the course and will receive a Workday course cancellation notification. It is recommended you communicate updated course information with impacted students before cancellation. A new version of the course with the changes will be created by Scheduling Services. The section ID cannot be reused for the same course for 25W. **Note:** Students are not added back in automatically due to potential conflicts. Students are to register themselves if no conflicts exist.

5. **SCENARIO: A JTA (cross-listed) course needs to be split.**

ISSUE: A JTA cannot be split after students have registered in the course sections.

RESULT: The impacted course section(s) must be cancelled via the [Course Scheduling Request Form](#). Once a course is cancelled by Scheduling Services, any registered students will be dropped from the course and will receive a Workday course cancellation notification. It is recommended you communicate updated course information with impacted students before cancellation. A new version of the course with the changes will be created by Scheduling Services. The section ID cannot be reused for the same course for 25W. **Note:** Students are not added back in automatically due to potential conflicts. Students are to register themselves if no conflicts exist.

6. **SCENARIO: A course requires a curriculum-based change. This includes Grading Basis and Credit (Min/Max).**

ISSUE: Changes made by the Curriculum team will not apply to currently scheduled course sections. All sections must be updated individually.

RESULT: The impacted course section(s) must be cancelled via the [Course Scheduling Request Form](#). Once a course is cancelled by Scheduling Services, any registered students will be dropped from the course and will receive a Workday course cancellation notification. It is recommended you communicate updated course information with impacted students before cancellation. A new version of the course with the changes will be created by Scheduling Services. The section ID cannot be reused for the same course for 25W. **Note:** Students are not added back in

automatically due to potential conflicts. Students are to register themselves if no conflicts exist.

7. SCENARIO: A course's section ID needs to be changed.

ISSUE: Changes to section ID need to be made in consultation with Scheduling Services because the action creates a duplicate section in Workday.

RESULT: Contact Scheduling Services via the [Course Scheduling Request Form](#) to get help with updating your section ID. Scheduling Services will cancel the old version and create a new section with the same attributes and new section ID.

8. SCENARIO: A course section requires a change to the scheduled days within the same term. (Example: A course scheduled Term 1 Friday at 8 am is changing days to Monday Wednesday at 11 am).

ISSUE: Course section changes that occur after student registration may negatively impact those registered.

RESULT: Contact Scheduling Services via the [Course Scheduling Request Form](#) for guidance on best practices to limit negative outcomes for students and T-Reps.