Course Scheduling Glossary

Change Request

A request submitted by a T-Rep to Scheduling Services after the draft timetable is released, to make a change to one or more course sections.

Core Course

Scheduling Services defines core courses as degree requirements which are listed in the Academic Calendar.

Daytime Hours

UBC daytime hours are considered to be 8:00am to 4:59pm, Monday to Friday, as described in the [November 2000 Senate meeting minutes](#). During the daytime, sections should be scheduled according to the standard day and time patterns set out in our [Academic Course Scheduling Operational Procedures](#).

Day of the Week Notation

In timetable notation, days of the week are represented by the following letters:
M = Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday

Department Centroid

A building that is used as a centre point to create a zone for each course code in the Departmental Zone Room Allocation Model.

Departmental Zone Room Allocation Model

Departments identified a centroid building for each of their course codes and each centroid serves as centre point for a unique room allocation zone. When assigning General Teaching Space, Scheduling Services leverages Scientia to assign classrooms, first in the Primary Zone (within ~200 m of the centroid), then the Secondary Zone (within ~400 m of the centroid). If no room can be found within the zone that meets the pedagogical needs then Scientia will move outside the zone to find an appropriate space. This model replaces the Tier System.

Draft Timetable

Timetable released by Scheduling Services when GTS has been assigned to all applicable course sections. The draft timetable is subject to change.

Enterprise Timetabler (TT)

A Scientia application that houses all course sections. Timetabler is used by Scheduling Services and T-Reps to schedule and adjust courses.

General Teaching Space (GTS)

General Teaching Space is shared space used for the teaching needs of faculties, departments and schools. GTS are managed by the Learning Spaces Team and room bookings are administered by Scheduling Services. UP9 further defines General Teaching Spaces.

Multi-Block Pattern

A pattern that has a number of allowable day and start time combinations which provide moderate flexibility. See the Academic Course Scheduling Operational Procedures for additional information about this pattern including start times.

- 1-hour blocks on M/T/R, M/W/F, T/R/F
- 1.5-hour blocks on M/W, M/F, T/R, W/F
- 2-hour blocks on M, T, W, R, F
- 3-hour blocks on M, T, W, R, F

On Pattern, Off Pattern

Courses are normally scheduled in accordance with a standard scheduling pattern times. Courses scheduled outside of the standard pattern are referred to as *off pattern*. Those scheduled within the standard pattern are referred to as *on pattern*.

Planned Size

The anticipated student registration of a course section.

Prime-Time

Prime-Time is considered to be 10:00 am to 1:59 pm, as the highest volume of activities is scheduled during this period.

Restricted Teaching Space (RTS)

Restricted Teaching Space (RTS) means that such space is to be used for that faculty's or department's teaching needs, with ancillary use in periods of low academic utilization for UBC-hosted academic functions (conferences, symposia, etc.) only. UP9 further defines Restricted Teaching Spaces.

Room Utilization

The percentage of hours between 8:00 am and 5:00 pm, Monday to Friday, that a classroom is used for scheduled instruction.

Scientia

Scientia is the software used by Scheduling Services and Timetable Representatives to schedule courses and assign resources (instructors and rooms).

Seat Alignment

The percentage of seats that are occupied when the room is in use.

Student Information Service Centre (SISC)

UBC-wide application for student-related administrative and advising tasks. T-Reps use the SISC to complete course section details and release seats for registration.

Timetable Representative (T-Rep)

Timetable Representatives work collaboratively with Scheduling Services on behalf of their academic unit during the creation of the university timetable.

Timetable Representative Advisory Committee (TRAC)

TRAC is composed of Timetable Representatives who have volunteered to take part in a cross-functional committee in collaboration with Scheduling Services.

Web Data Collector (WDC)

Web Data Collector (WDC) is a Scientia tool T-Reps use to enter their course section information so that Scheduling Services can allocate General Teaching Space to course sections. WDC is not a scheduling tool, nor does it show location availability.