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# Don't Do This in Workday for Course Scheduling

## Overview

In addition to the [Workday Student Course Scheduling Training](#), this document provides you with a list of tasks that you should NOT do in Workday.

Many functions in Workday fall under the same security umbrella, even though they may be functions we as a University wish to segment. These are Workday delivered security groupings that we are unable to configure or customize. By allowing T-Reps to edit course sections in Workday, they also have the ability to take other actions that they should not do. As we are unable to segment these functions in Workday, we rely on T-Reps to understand what functions should not be launched from Workday.

## #1: Don't Create Course Sections in Workday

Course Sections are brought into Workday from **Scientia**. You should always use Scientia to create activities to input the Standard Academic Period, Meeting Times, Meeting Days, Teaching Instructors, Planned Size, and Instructional Location.

Don't Create Course Sections in Workday. Course Section must be created and scheduled in Scientia.

Refer to [UBC Vancouver Course Scheduling User Guide](#) for details.

## #2: Don't Cancel Course Sections in Workday

**TEMPORARY PROCESS:** Submit requests to cancel courses via the [Course Scheduling Request Form](#), as all cancellations must be manually processed.

DO NOT delete course section from Timetabler as this will be done by Scheduling Services during the cancellation process. Cancellations may take up to 1 week to process. Please note that once a course section is cancelled it will still appear in Workday but will be hidden and will have the course cancellation tag attached.

Refer to [📄 Cancel Course Section](#) for details.

## #3: Don't Assign Teaching Instructors in Workday

When editing the course section definition in Workday, under Instructor Roles, T-Reps can add Teaching Assistant assignments. However, **Instructor Teaching** must be updated in Scientia.

Assignments made in Scientia as the Staff will be converted in Workday as both the Instructor Teaching and Instructor Grading Roles in Workday. Instructor Grading can be added or removed in Workday, but **Instructor Teaching must only be edited in Scientia**.

Refer to [🔗 How to Assign Non-Teaching Instructors and TAs](#) for details.

## #4: Don't Change the Academic Period in Workday

Many fields appear while editing the course section definition that should not be edited or will not be utilized. Specifically, these fields should be changed in **Scientia**.

- Academic Period (must be changed in Scientia)
- End Date (must be changed in Scientia)
- Instructor Roles for Instructor Teaching (must be changed in Scientia)

Refer to [🔗 How to Edit Course Section Definition](#) for details.

## Resources

- [Course Scheduling Resources](#)
- [2024W Workday Student Resources](#)
- For additional questions, reach out to [Scheduling Services](#) for support.