



TREP

Scheduling Services

**Workday**

Use Course Attributes - Central Report to review Instructional Formats prior to deadline

**Offline**

Changes needed to instructional formats?

Submit request to Scheduling Services to update Instructional Format prior to deadline

**Scientia**

Input WDC Requirements

**Workday**

Run "Course Section Search" report

Find course section and select "Related Actions>Course Section Definition>Edit"

Update Fields

- Section Capacity
- Manually Manage Waitlist
- Waitlist Capacity
- Hide Course Section
- Private Notes
- Public Notes
- Course Section Tags
- Published Instructor Role
- Delivery Mode
- Reserve Capacity

Does non-teaching instructor have eligibility? To teach course subject?

Run "Designate Instructor Eligibility Task"

Save Changes

Cluster Course Sections?

Run "Maintain Course Section Clusters" task to cluster sections of the same course

Should course section be published on publish date?

Run "Find Course Section Definitions - Central" report to mass hide course sections

Course Sections will not be published on published date

END

**Scientia**

Schedule Course Sections

**Workday**

Publish Draft Schedule to Workday

**Offline**

Send request for new rule

**Offline**

Process request

**Workday**

Mass publish course sections on publish date

Unhidden course sections are available to view by students

END