DCU Data Submission Checklist

галШ Courses

1. Click on the Courses button in the Navigation panel
2. Select your department
3. Under Course List select Show All and check the Expanded View box

4. A red dot next to a component means that the component is inactive.

5. Go through the components making sure that each active component has correct
   a. max enrollment
   b. pattern or forced time
   c. room request information (or forced departmental room)
   d. instructor
   e. billing and credit hours
   f. session (e.g. Day, Evening or Unscheduled).

6. DO NOT Print the summary report. You will have access to DCU (a copy of the
   production database) in “view only” mode after February 2.

галШ Instructors

1. Click on the Instructors button in the navigation panel
2. Under Instructor List select Show All and check the Expanded View box
3. For each instructor make sure that the following information is correct:
   a. instructor requirements (free text comment), if any
b. instructor constraints (AM/PM/EM preferences), if any
   c. instructor unavailabilities (STA requests), if any
   d. assigned deliveries

4. If at least one instructor in your department has a Special Timetabling Arrangement (STA) request, print a summary report, get it signed by you Chair and send to SES no later than February 2, 2018.

✅ Meetings

1. Click on the Meetings button in the navigation panel
2. Under Meeting List check the Expanded View box
3. Make sure that
   a. start and the end times of the meeting are correct and on pattern;
   b. all instructors that need to attend the meeting are listed (including “fake” instructors, if any);
   c. you have created a meeting record for both 201830 and 201910 terms.

Note that departmental meetings should not be longer than 3 hours and must be on pattern! All exceptions must be approved by the University Timetabling Committee.

✅ Academic Blocks (FREN & ECOR only)

1. Click on the Academic Blocks button in the navigation panel
2. Under Academic Blocks List select Show All and check the Expanded View box.
3. For each academic block verify the block size and the components. Make sure that all components are active.

✅ Course Combinations

1. Click on the Course Combination button in the navigation panel
2. Under Course Combinations select Show All and check the Expanded View box.
3. For each course combination make sure that
   a. Student count is reasonable
   b. Number of courses in a course combination preferably should not be more than 6
   c. All courses in the course combination have the same program and level
   d. Category is correct for every course in the course combination (C = core, E = Elective, O = Optional). If you wish to change the category for a course, enter a comment in the Requirements box on the Course Combination Editing screen (see below).
Cross-listed courses

1. Make sure that each component that is supposed to be cross-listed has a CROSS_LISTED component group displayed under Component Scheduling Groups on the component Editing Screen (see the screenshot below).
   If a component A is already cross-listed with a component B, there will be a component group (group constraint = CROSS-LISTED) and both components A and B will be listed under Group Members. If the component group is not displayed, the two components are not cross-listed. To cross-list the two components, you need to create the cross-listed group.

2. Check combined max enrollment for cross-listed components
I. Click on the **Component Groups** button in the navigation panel

II. Find the cross-listed group

III. Click on each cross-listed group and verify that the combined **max enrollment** for the cross-listed courses is correct (for cross-listed courses room assignment is based on combined max enrollment) and **all components are active** (green dot). Note that you can click on a component (in the Component column) to check the individual max enrollment.

There are two options for combined max enrollment:

**Option A.** Components individual max enrollment **add up** to the combined max enrollment. Option A will require ongoing monitoring by the host department and possible adjustment of enrolment limits to match actual demand from students attempting to register in each course section. Using option A the host department may decide to allocate 85 spaces to IDES 1000 A and 10 spaces to ARCH 2006 A. The Host Department then sets the enrolment for IDES 1000 A to 85 in DCU and directs the non-host department to set the enrolment for ARCH 2006 A to 10 in DCU. Combined max enrollment for the two sections will be 95 (85+10).

**Option B.** There are no restrictions on enrolment in the individual course sections. In this case, the enrolment for each course section should be to the maximum for the group.

Using Option B, the Host Department may decide to allow the spaces to go to the **first 50 students** registering in *either* LALS 3002 A or ANTH 3002 A. The Host Department then sets the enrolment for LALS 3002 A to 50 in DCU and directs the non-host department to set the enrolment for ANTH 3002 A to 50 in DCU. Combined max enrollment for both section will be 50. It does not matter how many students will register in LALS 3002 A or ANTH 3002 A, as long as the combined max enrollment does not exceed 50.
✓ **Full-year courses**

For full year courses, the Fall and Winter components of the course must be grouped in a Full Year CROSS-LISTED group. **If the group is not created, the components are NOT going to be scheduled at the same time in both terms.** The fastest way to find out if a course is part of a Full Year group is to check the Component Editing screen:

1. Click on the **Courses** button in the Navigation panel
2. Select your department
3. Drill down to the **Component Editing** screen for a component that is supposed to be part of a full year group.
4. If a component is part of a full year group, the group will be displayed under Component Scheduling Groups (see below). The group name will start with zFY and the Group Constraint will be Full Year CROSS_LISTED.

![Component Editing Screen](image)

If the group is not displayed, it must be created.

✓ **TA ties**

If you used TA ties in previous years, make sure that you update TA Ties in the SZATTDT form in Banner. Run SCH_TAO_TIES_VALIDATION_REPORT and verify your TA Ties.
Prerequisites

Run SCH_COURSE_LEVEL_PREREQ report for the 201830 term and verify that prerequisites for your courses at the course level are correct. Note that this needs to be done before April 6, 2018th.

Restrictions

Registration restrictions were rolled over from last year and downloaded into the DCU. You can work on your restrictions in the DCU, or in Banner after the first upload (May 2, 2018).

You can work on your restrictions in the DCU, or in Banner after the first upload (May 2, 2018). However, before completing your work in the DCU make sure that the max enrollment for courses with reserved seating is correct.

Conflicts

If you force courses into a departmental room, run the Conflicts report to check for conflicts.

1. Click on the Courses button in the Navigation panel
2. Click on Conflict(s) reports
3. Select your department
4. Click on Generate Report

5. Check the Expanded view box and review the conflict report.
Note that you can view the timetable for your departmental rooms under Rooms.