

Special Timetabling Arrangement (STA) Requests

Departmental Timetabling Coordinators collect STA information from instructors. Using the *STA data collection form* is recommended, but not mandatory and the form does not need to be signed by the Chair or sent to SES. We suggest that the Departmental Timetabling Coordinator emails the form to instructors; they complete the form and email it back to the Departmental Timetabling Coordinator. The form is here: <https://i.carleton.ca/kb-sess/timetabling/>.

When **all** STA requests for the department are entered in DCU, the Departmental Timetabling Coordinator runs a **summary** report (see the instructions below) and emails the PDF document to timetabling@carleton.ca **no later than January 29, 2024. Cc your Chair/Director on the email (it will serve as their signature).** Note that for **cross-appointed instructors**, it is sufficient to have the signature of only one Chair. Please send a copy of the signed summary report to the Chair of the other department.

When an instructor makes an STA request, the Departmental Timetabling Coordinator contacts the Chair to assign an appropriate category to the request.

- *Category 1 (Legislative Requirements)*: Carleton Human Rights Policy.
- *Category 2 (Reported Circumstances)*: A medical condition not covered by Category 1. Family/personal issues of a serious nature, other official academic responsibilities.
- *Category 3 (May Accommodate)*: Category 3 requests will be considered and will be accommodated, if possible,

Examples of STA requests with appropriate categories are here: <https://carleton.ca/ses/timetabling/examples-of-special-timetable-arrangements/>.

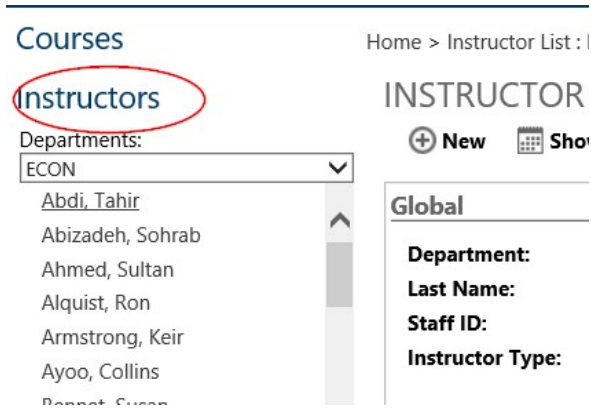
Then the Departmental Timetabling Coordinator enters the STA information, including the assigned category, into DCU.

Note:

- STA requests did NOT roll over from last year.
- Requests of preference nature should **not** be submitted as STA. Use AM/PM preferences instead.

Instructions on how to enter STA information into the DCU:

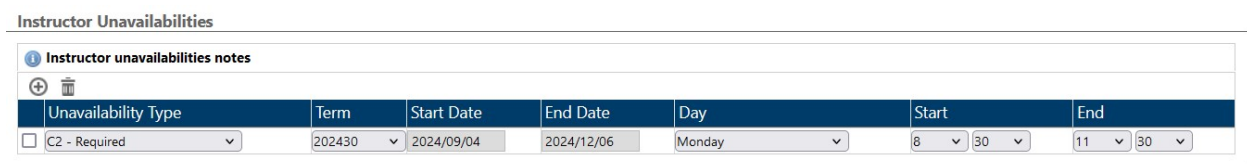
1. Click on the Instructors button in the navigation panel and select your department.
2. Click on the name of the instructor. Scroll down to **Instructor Unavailabilities**.



3. Click on  under **Instructor Unavailabilities**.



Choose the professor's Unavailability Type (C1, C2 or C3) and the term for the STA. Enter the day and the "start" and "end" times. Click Save. **Repeat the step for all timeslots in both terms when the instructor is not available to teach.**



When **all** STA requests for the department are entered in DCU, run an **STA summary report**:

1. Click on the Instructors button in the Navigation Panel; select your department.
2. Under Instructor List select Show All (top right corner).
3. Check the Expanded View box.
4. Click on Printer Friendly Version (you may have to scroll horizontally); a printer friendly version of the report will open in a new window.

Home > Instructor List : ECON

INSTRUCTOR LIST : ECON

Departments: ECON

Abdi, Tahir
Abizadeh, Sohrab
Ahmad, Mumtaz
Ahmed, Sultan
Alquist, Ron
Armstrong, Keir
Ayoo, Collins
Beland, Louis-Phillipe

Expanded View

Last Name	First Name	Instructor Constraints	Instructor Type	Unavailabilities	Deliveries	Instructor Constraints
Abdi	Tahir	-	-	-	-	-
Abizadeh	Sohrab	-	-	-	-	-
Ahmad	Mumtaz	-	-	-	-	-

5. When the printer friendly version opens, click on **Print this page**.

Printer Friendly Version — Mozilla Firefox

https://dcu.carleton.ca/dcu/DCU/CLASS/Professors/ProfessorPrintPreview.asp?DepartmentId=37&SearchString=&ItemsPerPage=61&table=professors&column=professorlastname&order=ASC

INSTRUCTOR LIST
DEPARTMENT: ECON

Print this page

Last Name	First Name	Instructor Constraints	Instructor Type	Unavailabilities	Deliveries	Done
Ahmad	Mumtaz	-	F	Name Type Term Start Date End Date Day Start-End Ahmad, Mumtaz C2 2024/0 2024/05/04 2024/12/06 Sun 08:30-11:30	Course Section Term Component Delivery Start Date End Date ECON2030 F E 2024/0 E 01 2024/09/04 2024/12/06 ECON2030 F E 2024/0 E01 01 2024/09/04 2024/12/06	<input type="checkbox"/>
Armstrong	Keir	-	F	-	-	<input type="checkbox"/>
Ayoo	Collins	-	P	-	Course Section Term Component Delivery Start Date End Date ECON3803 W A 2025/0 A 01 2025/01/06 2025/04/06	<input type="checkbox"/>
Beland	Louis-Phillipe	-	F	-	-	<input type="checkbox"/>

6. Select Microsoft Print to PDF and Landscape orientation. Select Legal Paper Size. Click on Print.

Printer Friendly Version

https://dcu.carleton.ca/dcu/DCU/CLASS/Professors/ProfessorPrintPreview.asp?DepartmentId=37&SearchString=&Item...

INSTRUCTOR LIST
DEPARTMENT: ECON

Last Name	First Name	Instructor Constraints	Instructor Type	Unavailabilities	Deliveries	Done
Abdi	Tahir	-	F	-	Course Section Term Component Delivery Start Date End Date ECON2030 F E 2024/0 E 01 2024/09/04 2024/12/06	<input type="checkbox"/>
Abizadeh	Sohrab	-	F	-	Course Section Term Component Delivery Start Date End Date ECON2030 F E 2024/0 E01 01 2024/09/04 2024/12/06	<input type="checkbox"/>
Ahmad	Mumtaz	-	P	-	Course Section Term Component Delivery Start Date End Date ECON3803 W A 2025/0 A 01 2025/01/06 2025/04/06	<input type="checkbox"/>

Print 7 sheets of paper

Destination: Microsoft Print to PDF

Orientation: Landscape

Pages: All

Color mode: Color

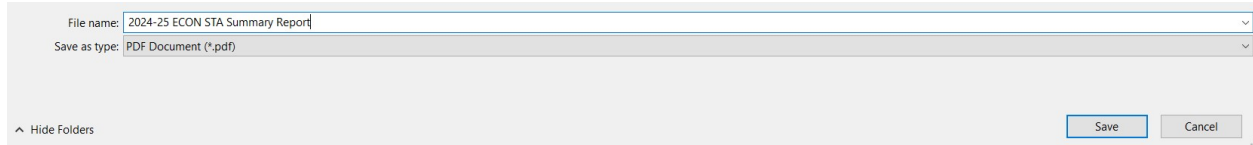
Paper size: Legal

Scale: Fit to page width

Pages per sheet: 1

Print Cancel

Enter the file name and select the directory to save the report.



File name: 2024-25 ECON STA Summary Report

Save as type: PDF Document (*.pdf)

^ Hide Folders

Save Cancel

Attach the file to an email and send the email to timetabling@carleton.ca (cc your **Chair or Director**) no later than **January 29, 2024**.