DCU Training for New Administrators
Summer 2019

October 17, 2018
Timetabling Process

DTC = Departmental Timetabling Coordinators

- DTCs enter course information (forced times, room requirements and instructor assignments into DCU)
- Timetabling Team cleans data entered by DTCs
- Timetable is uploaded to Banner and made available in Carleton Central
- Rooms are assigned and uploaded to Banner
- DTCs submit timetabling changes
## Summer 2019 Production Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 17th</td>
<td>DCU training session for new administrators</td>
</tr>
<tr>
<td>October 22nd</td>
<td>DCU is open for Summer 2019 data entry</td>
</tr>
<tr>
<td>October 31st</td>
<td>DCU training session (refresher)</td>
</tr>
<tr>
<td>November 21st</td>
<td>DCU is closed for Summer 2019 data entry</td>
</tr>
<tr>
<td>December 5th</td>
<td>SES makes Summer 2019 course offerings available in Banner</td>
</tr>
</tbody>
</table>
# Summer 2019 Production Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 7th-17th</td>
<td>Associate Deans review and approve Summer 2019 course offerings</td>
</tr>
<tr>
<td>December 21st</td>
<td>SES makes Summer 2019 course offerings available in Carleton Central</td>
</tr>
<tr>
<td>February 8th</td>
<td>Room info is available in Banner</td>
</tr>
<tr>
<td>March 11th</td>
<td>Instructors are visible in Carleton Central</td>
</tr>
<tr>
<td>April 30th</td>
<td>Room information is available in Carleton Central</td>
</tr>
</tbody>
</table>
## Summer 2019 Term Dates

<table>
<thead>
<tr>
<th>Part of Term</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Number of Weeks</th>
<th>Census One Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Term</td>
<td>06-MAY-2019</td>
<td>14-AUG-2019</td>
<td>12</td>
<td>30-JUN-2019</td>
<td></td>
</tr>
<tr>
<td>H1 Early</td>
<td>Summer</td>
<td>06-MAY-2019</td>
<td>18-JUN-2019</td>
<td>6</td>
<td>30-JUN-2019</td>
</tr>
<tr>
<td>H2 Late</td>
<td>Summer</td>
<td>02-JUL-2019</td>
<td>14-AUG-2019</td>
<td>6</td>
<td>30-JUN-2019</td>
</tr>
</tbody>
</table>
Change Requests

- At this point, all changes to your Fall 2018 and Winter 2019 courses should be submitted through the two Banner forms: **SZACHRQ** and **SZACHRU**.

- If a course section for which you are requesting a change, has a CRN, use the **SZACHRQ** form.
  - Requests to change time/room
  - Requests to assign/remove an instructor

- Use **SZACHRU** to create a new section of a course.
Change Requests

- Once DCU is closed for the Summer 2019 term, all changes to your Summer 2019 courses are to be submitted through **SZACHRQ** and **SZACHRU**.
- **SCH_SZACHRQ_DEPT** report displays requests submitted through SZACHRU and SZACHRQ.
- Use the report to track submitted requests.
How to Cancel a Course Section

- Run the class list and inform the registered students about the courses cancellation prior to submitting the request.
- Set the maximum enrolment to 0 in SSASECT to prevent further registration.
- Submit a request through SZACHRQ
Cross-Listed Courses

- Cross-listed courses are taught at the same time in the same room by one instructor.

- If you need to cross-list a number of courses when DCU is closed, submit a request through the SZACHRQ form.

- There are two options to distribute spaces between cross-listed sections.
Cross-Listed Courses: Option A

- There are restrictions on how many students can register in the individual course sections of the group.
- Combined max enrollment should be equal to the sum of individual max enrollments.
- Combined max enrollment = max enrolment of the first course + max enrolment of the second course (95 = 85 + 10)
Cross-Listed Courses: Option A

- 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.
Cross-Listed Courses: Option B

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

- Combined max enrollment = individual max enrollment of the first course = individual max enrollment of the first course

![Image of Cross List Enrollment interface]
Cross-Listed Courses

- 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 SSASECT and directs the non-host department to set the enrolment for ANTH 3002 A to 50 in SSASECT. Combined max enrollment = 50.
### What you may do in SSASECT

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses title</td>
<td>You may change the course title in SSASECT (for special topics courses ONLY!)</td>
</tr>
<tr>
<td>Gradable and Voice Response and Self-Service Available (web availability)</td>
<td>You may check and uncheck the <em>Gradable</em> and <em>Voice Response and Self-Service Available</em> check boxes in SSASECT</td>
</tr>
<tr>
<td>Grade mode</td>
<td>You may change the grade mode if no students have registered yet. If there is at least one student registered in the section, submit a request to change the grade mode through SZACHRQ.</td>
</tr>
<tr>
<td>Max enrollment</td>
<td>You may change the max enrollment in SSASECT, however the new max enrollment should not exceed the size of the current room. If you need a bigger room, submit a request through SZACHRQ.</td>
</tr>
<tr>
<td>Links between sections</td>
<td>You may change links between sections in SSASECT.</td>
</tr>
</tbody>
</table>
What you may do in SSASECT

- You may create a section of an **unscheduled** course (e.g. Honours Project) in SSASECT on your own, without letting us know.
- To create a section that requires a meeting time and a room, submit a request through SZACHRU.
## What you may NOT do in SSASECT

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Instructor assignment is done in DCU, if it is open for the term. If not, submit a request through SZACHRQ.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inactivate/Cancel a course</strong></td>
<td>Submit a request to inactivate or cancel a course through SZACHRQ.</td>
</tr>
<tr>
<td><strong>Time/Room</strong></td>
<td>Do NOT change the time or room info for a course section in SSASECT (even if the room is departmental). Submit a room or time change request through SZACHRQ.</td>
</tr>
<tr>
<td><strong>Credit and billing hours</strong></td>
<td>Do NOT change the credit and billing hours in SSASECT. Submit a change request through SZACHRQ.</td>
</tr>
</tbody>
</table>
Links between sections

- In DCU make sure that the lecture component and the group (tutorial, lab) components that need to be linked are placed under the same section.
Links between sections

- In SSASECT sections are linked using *link identifier* and *link connector*
- Link identifier is located in SSASECT
Links between sections

- Link identifier consists of two digits:
  - First digit represents schedule type
  - Second digit represents section letter (ECON 1001 A)
  - For ECON 1001 A (lecture) link identifier = AA
  - For ECON 1001 A1 (group) link identifier = GA

<table>
<thead>
<tr>
<th>Scheduling type</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEC</td>
<td>A</td>
</tr>
<tr>
<td>Discussion Group</td>
<td>G</td>
</tr>
<tr>
<td>Lab</td>
<td>L</td>
</tr>
<tr>
<td>Tutorial</td>
<td>T</td>
</tr>
</tbody>
</table>
Links between sections

- Link connector – in SSADETL
- SSADETL is accessible from SSASECT. Go to Options, select SSADETL.
Links between sections

- Link connector in SSADETL
Links between sections

- Link connector of the lecture = link identifier of the group
- Link connector of the group = link identifier of the lecture
- Check links in SCH_INTERNAL after the timetable is uploaded to Banner
# Links between sections

<table>
<thead>
<tr>
<th>Link Identifier</th>
<th>Lecture ECON 1001 A</th>
<th>Group ECON 1001 A1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Link Connector</td>
<td><img src="link1.png" alt="Link Connector" /></td>
<td><img src="link2.png" alt="Link Connector" /></td>
</tr>
<tr>
<td>Link Identifier</td>
<td><img src="identifier1.png" alt="Link Identifier" /></td>
<td><img src="identifier2.png" alt="Link Identifier" /></td>
</tr>
</tbody>
</table>
Scheduling reports: SCH_INTERNAL/SCH_INTERNAL_XLS

- Class Schedule in PDF or Excel format
- Run the report for your department or subject
- Select course level (Graduate or Undergraduate), if needed
Scheduling reports: SCH_CHECK

- Detailed class schedule information displayed in PDF format for one or more terms.
- Displays reserved seating, restrictions and waitlist information.
Scheduling reports:
SCH_REG_TIMESLOT_CLASS report

- Use the reports when you need to find a timeslot to move a course section with registered students.
- The report goes through each student’s registration (including CUOL courses) and outputs the result in a grid (see below).
- Each cell contains the number of students registered in the timeslot.

<table>
<thead>
<tr>
<th>Timeslot</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday/Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:30-09:25</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>09:30-10:25</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10:30-11:25</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11:30-12:25</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>12:30-13:25</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>13:30-14:25</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>7</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>14:30-15:25</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>7</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>15:30-16:25</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>7</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>16:30-17:25</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>17:00-18:55</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>18:00-19:55</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>19:00-20:55</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>20:00-21:55</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
SCH_REG_TIMESLOT Report

Use this report when you need to find a time that works best for a large population of students (e.g. students that belong to a department) to schedule a meeting
Use the report to identify timetabling changes (e.g. room, time or instructor changes) that occurred in the selected period of time.
Prerequisites

- Prerequisites are not part of DCU

- Prerequisites in Banner have two levels: **course level** (SCAPREQ) and **section level** (SSAPREQ).

- When the new timetable is built and uploaded to Banner, course sections (CRNs) will "inherit" prerequisites stored at the course level (SCAPREQ).
Prerequisites at the course level

- It is important that you review your prerequisites at the course level before the timetable is uploaded to Banner, to make sure that course sections inherit the right prerequisites.

- Deadline to review prerequisites at the course level for Summer 2019 courses is November 21st, 2018.
Prerequisites at the course level

- To review prerequisites stored at the course level, run the new report `SCH_COURSE_LEVEL_PREREQ` (enter the term `201920`).
Prerequisites at the course level

- To modify existing prerequisites at the course level:
  - Go to the SCAPREQ form
  - Enter Subject, Course number and the term 201920
  - Perform Next Block and click on the Course Prerequisites Restrictions tab.
Prerequisites at the course level

- Click on the **Maintenance** button (if enabled), select Copy restriction, make the change and save.

- From term is the term, starting which the set of prerequisites is in effect.
Prerequisites at the course level

- After the first upload, check prerequisites at the section level.
- Run the SCH_SECTION_LEVEL_PREREQ report to check prerequisites before registration.
Prerequisites at the section level

- SSAPREQ displays prerequisites at the section (CRN) level.
- SSAPREQ contains the section’s CRN.
- The Term in SSAPREQ is the term when the course section is offered.
Prerequisites at the section level

- After the first upload, any changes to prerequisites should be done at both levels (in SCAPREQ and SSAPREQ).

- At that point, changes made at the course level will not be passed to the section level and vice versa.
Brackets

- When AND and OR are both used in the prerequisites setup, enter brackets to separate the subsets of prerequisites.

- ECON 1000 or (ECON 1001 and ECON 1002)
- (ECON 1000 or ECON 1001) and ECON 1002
- (ECON 1000 and ECON 1002) or ECON 1001
Common errors: brackets
Minimum grade

- Minimum grade must be entered, otherwise students with WDN or F grades will be able to register in the course section.
Registration restrictions

- Restrictions are rolled over from the previous like term.

- You can work on your restrictions in DCU (until November 21), or in Banner after the timetable is uploaded (December 5th for the Summer 2019 term).
Reserved seating

- Reserved Seating setup is rolled over from the previous like term

- You can work on reserved seating in DCU, or in Banner after the first upload. However, if your changes to the reserved seating setup would change the maximum enrolment, make the change in DCU, to insure correct room assignment.
Section comments

- Section comments are rolled over from the previous like term
- Section comments may be entered/updated in DCU (before it is closed) or SSATEXT form in Banner (after the first upload).
- These messages will appear in Carleton Central.
Departmental Permission

- DP code in the Special Approval field in SSASECT will prevent students without a DEPAAPP override from registering in the course section.
DCU

DCU (Data Collection Utility) is a web-based module that eases the collection of departmental scheduling information and ensures that departmental users are submitting information in a common, consistent and understandable format.

Go to http://dcu.carleton.ca and login to DCU using your network login and password.
DCU Support

- Email: timetabling@carleton.ca
- Julia Piatigorskaia: ext. 8877
- Phay Mui: ext. 8803

Documentation:
http://carleton.ca/ses/content-timetabling-administrators/