

## Scheduling Access & Ab Focus Degree-Credit Courses

The Access & Ab Focus unit current submits requests for courses to be scheduled individually throughout the academic year. The course offerings roll from year to year but are often not offered each year. It is important that before registration opens, the courses that rolled are addressed, either inactivated or set to temporarily closed.

### Run a Schedule report

- Run a schedule report to determine which sections rolled from the previous year. Note: the schedule report should be run for all faculties and all campuses. To review, filter out all sections which do not correspond with the Access or Ab Focus designated section numbers.

|  |         |   |
|--|---------|---|
| Aboriginal Focus Programs (off Campus) | G09-G10 | All Ab Focus programs   |
| Access Program (Main Campus)           | G07-G08 | HEAL 1600<br>ARTS 1110<br>Faculty of Science/Arts Courses<br>*MATH 0500 (remedial course – 0 bill hours)<br><br><i>*note Math 0500 is scheduled by the Faculty of Science</i><br><i>**Other courses may be requested to be scheduled but not listed above – a new fee code needs to be created.</i> |

- Determine which sections should be inactivated:
  - Inactivate all Ab Focus Courses
  - Send the list of Access courses to the appropriate contact in the Access department for review. They should respond indicating which courses should be inactivated and which will be offered. Those courses that will be offered should be set to T (temporarily closed) until the timetable is provided to you.

### Inactivate sections

- Open section and remove instructor. Save
- Delete all meeting lines. Save.
- Change max enrolment to 0. Save.
- Change status from Active (A) to Inactive (X). Save.

## Create a new section

Course information will be provided to the Classroom Schedule Coordinator by the Ab Focus/ACCESS coordinators.

When scheduling the course in SSASECT, make sure to get the following information:

- Subject and course code with title (if a topics title, make sure the short title and long title exactly match with a previous offering. Refer to the topics title database).
- Dates and times it will be offered
- Section details such as off campus?
- Program/Cohort that belongs to (determines which GXX section to use)
- Enrolment (usually 25)
- Instructor details are usually sent close to start date of the course.
- Load the long title in SSASYLB
- Add a comment in SSATEXT – Section long text:   
<br>This section is restricted to first year students in the Access and the Aboriginal Focus Programs.<br>
- Un-check the Tuition and Fee Waiver box and the Voice Response and Self-Service Available boxes.

Forward the new CRN to Traci/Fees to add the fee detail codes. She will recheck the Tuition and Fee waiver box once the fees are assigned. Once this is complete, re-check the Voice Response and Self-Service Available box, and forward CRN to the program coordinator.

Assign a room if required.