DCU - USER MANUAL

TIMETABLER 2024

Office of the University Registrar

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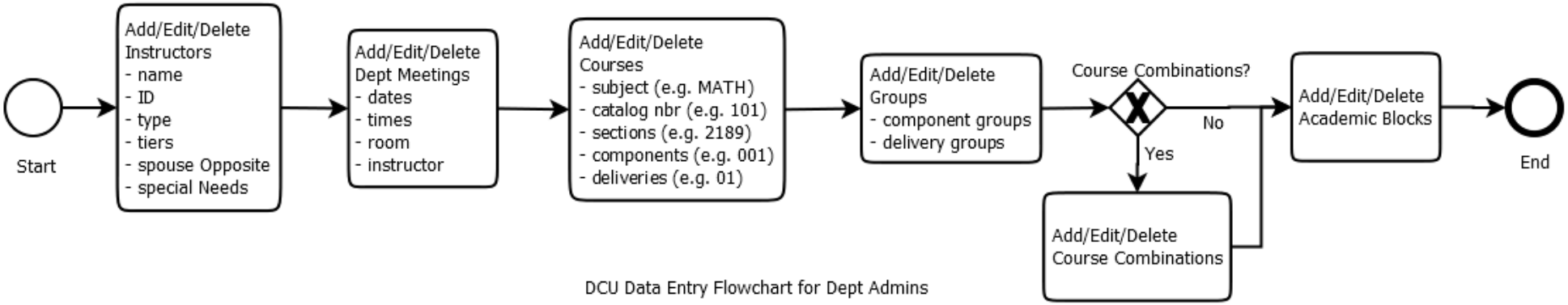
FLOWCHART

This flowchart illustrates the recommended order of data entry in the DCU



DCU Data Entry Flowchart for Dept Admins

GENERAL INFORMATION

Version History

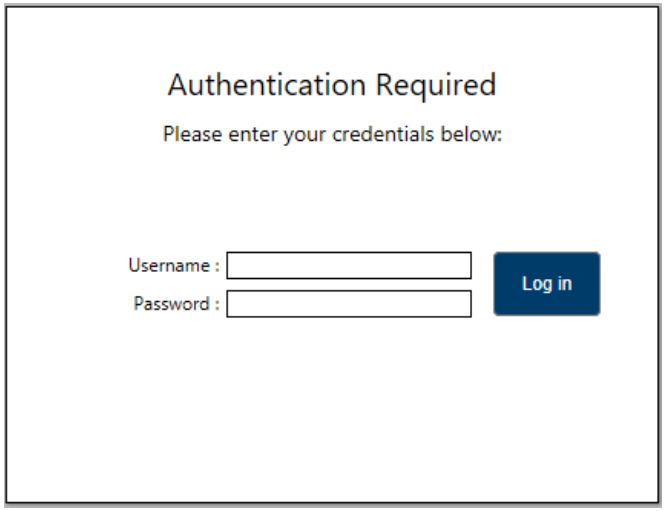
VERSION	DATE	AUTHOR	DESCRIPTION OF CHANGE
1.0	2018-01-19	Garrett Cluett	Original
2.0	2019-01-10	Merry Horton	Updates for 19-20 cycle
3.0	2019-12-10	Merry Horton	Updates for 20-21 cycle
4.0	2020-12-10	Merry Horton	Updates for 21-22 cycle
5.0	2022-01-17	Merry Horton	Updates for 22-23 cycle
6.0	2023-01-16	Merry Horton	Updates for 23-24 cycle
7.0	2024-01-26	Merry Horton	Updates for 24-25 cycle

Login

Go to: http://our-entweb-prd.our.queensu.ca/DCU/

Note: *For Training use this link -* http://our-entweb-dev.ad.queensu.ca/DCU/

Enter your **Username**
Enter your **Password**
Click "Log in"
A Pop-Up Window will appear
Please ensure your browser does not block pop-ups
Chrome: https://goo.gl/nw0pSI
Firefox: https://goo.gl/4YmCz
Explorer: https://goo.gl/sWEQ5c

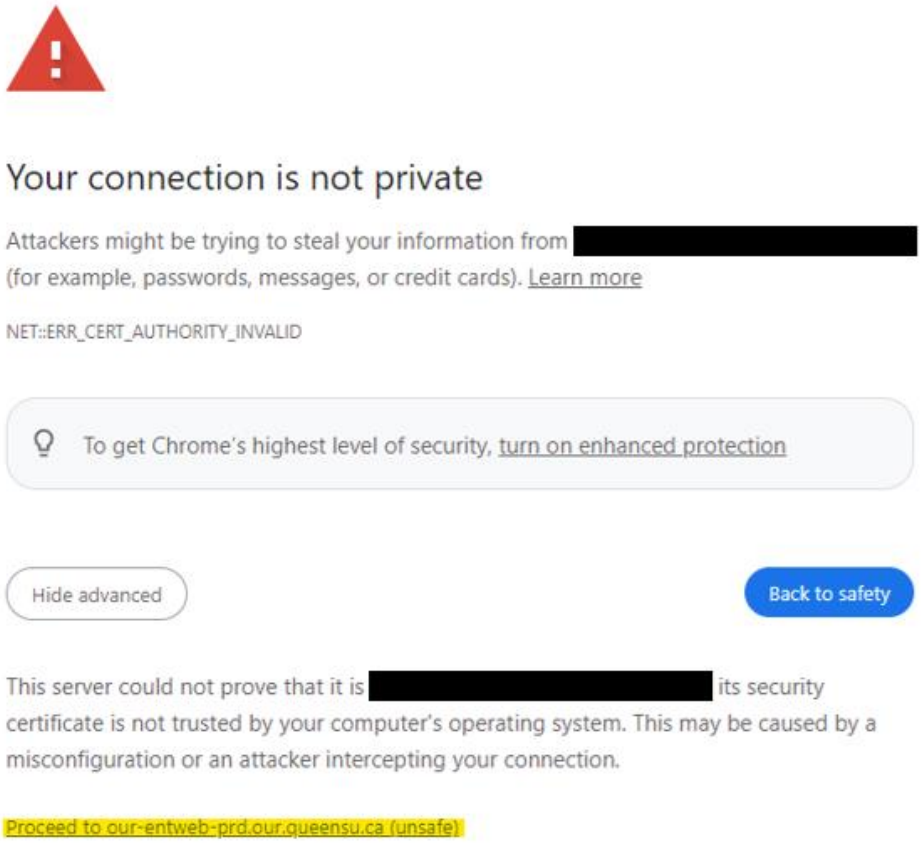


Help: If you have not received a login or need help, contact timetabling - timetabl@queensu.ca

If you have issues accessing Infosilem Timetabler DCU using Chrome and Edge Browsers

It has been brought to our attention that some users may experience issues accessing the Infosilem Timetabler DCU via **Google Chrome** and **Microsoft Edge** browsers.

As a workaround to this issue, please make sure you select **Continue** if the below error message is displayed when navigating to the DCU URL using the above browsers.

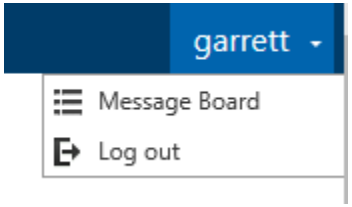


Logout

Your name is located in the Top Right Corner of the DCU Screen. This can be seen at any time.

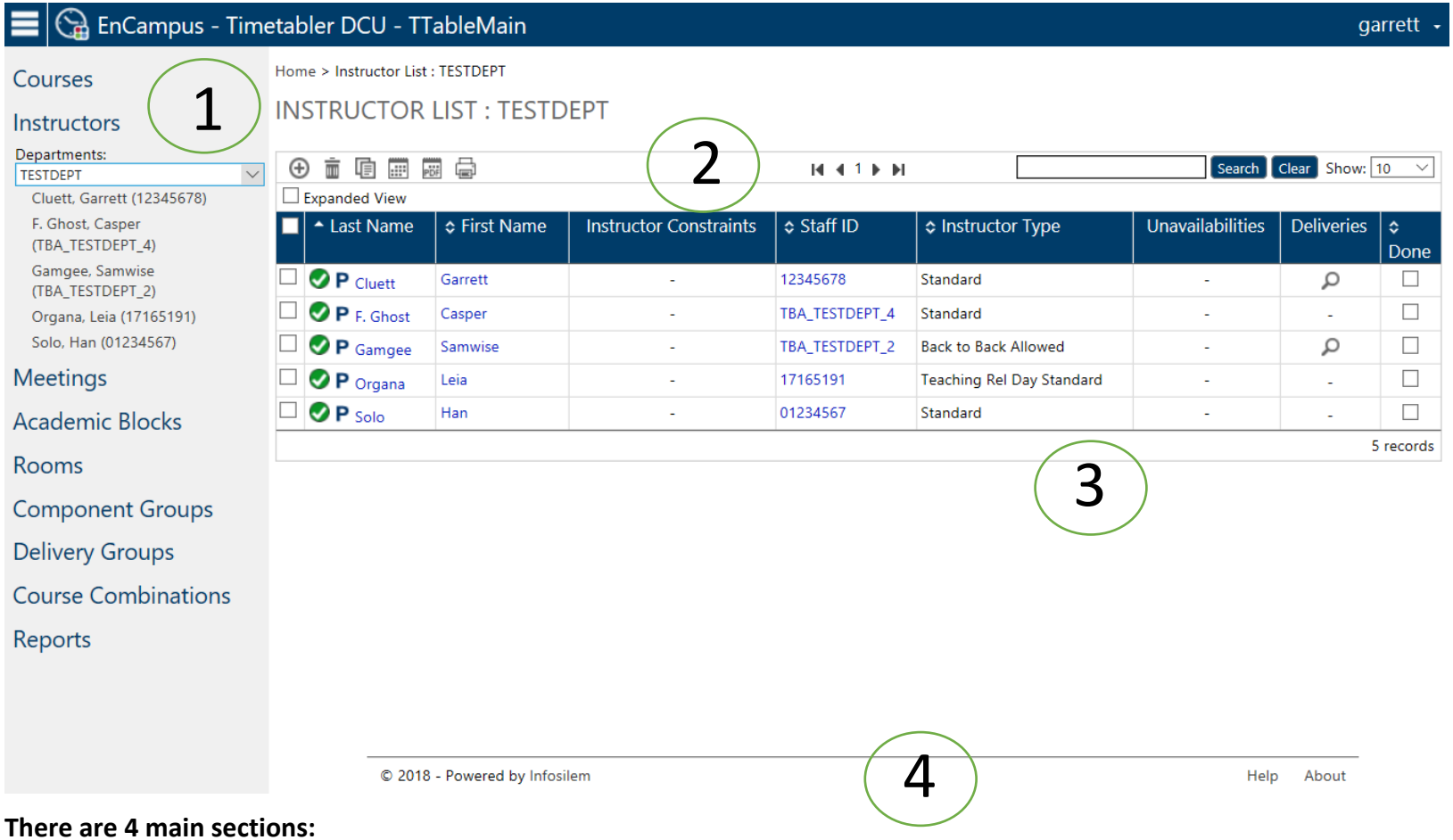
Click your name

Select “Log out” from the dropdown menu



A second screen will appear, asking if you are done your timetabling for the year.
If you are Click “Yes”
If you are not Click “No”

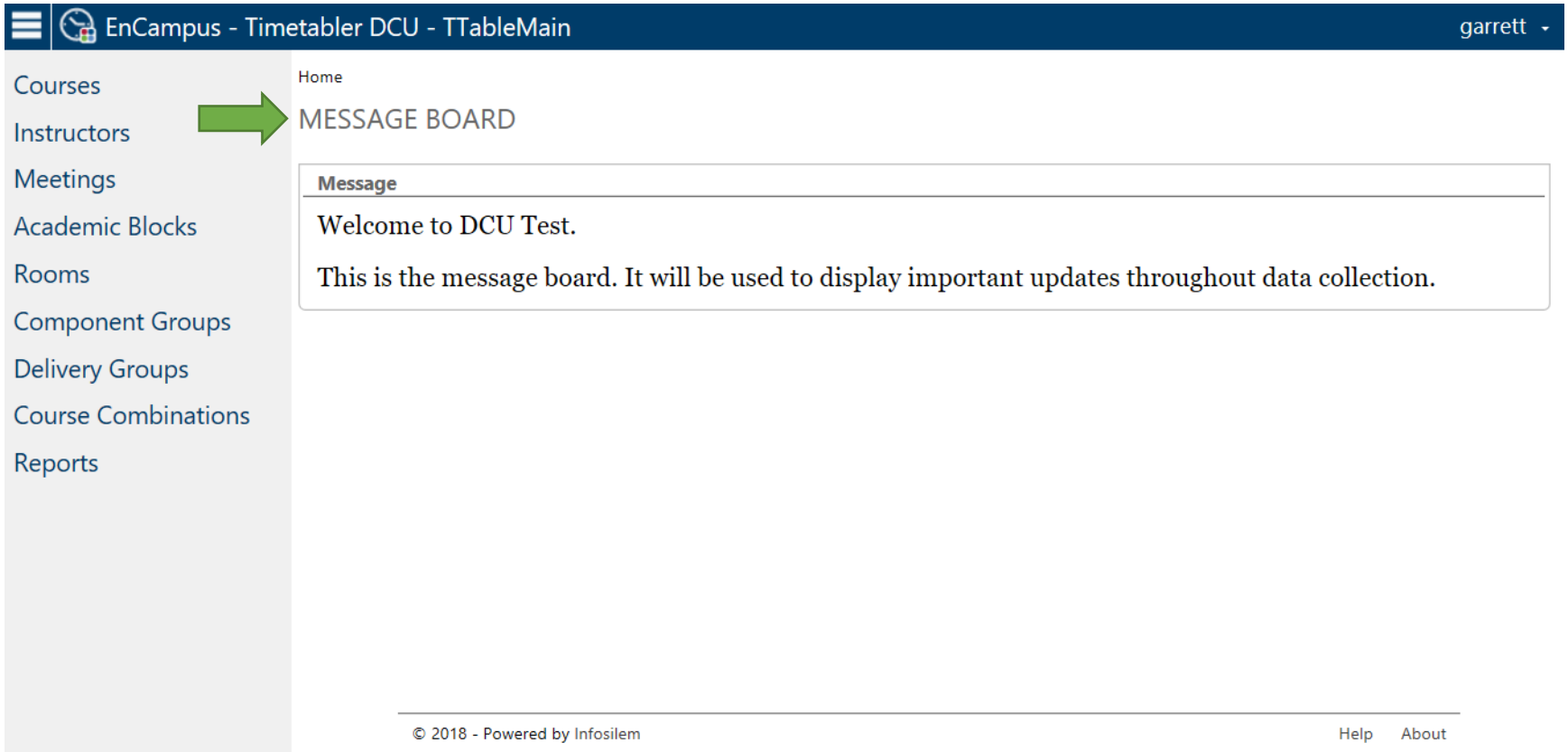
DCU Layout



There are 4 main sections:

1. **<u>Navigation Pane</u>**: Contains all navigation links
2. **<u>Tool Bar Menu</u>**: Contains different icons and features depending on the page in use
3. **<u>Preview Pane</u>**: Where information is displayed
4. **Help**: Directs you to the DCU Online User Manual

Main Screen



When you log in, the first screen you will see will be the Message Board

This is where you will see any new information and/or updates regarding the DCU

If you need to return to the message board at any time you can do so by clicking the “Home” text at the top of the screen

Icons

Here is a list of icons that you will find throughout the DCU **Tool Bar Menu** and **Preview Pane**

: Add / New

: Delete

: Duplicate

: Show Timetable

: Export to PDF

: Print

Save : Save

: Edit

: Calendar

INSTRUCTORS

Overview

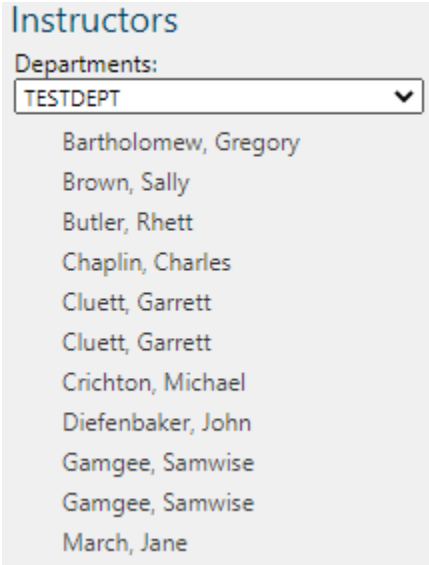
In this section you will update the Instructors in your department, First and Last names, Instructor ID, Instructor Type, and Instructor Unavailabilities which include Tier I, Tier II and Tier III. NEW for 2024-25: Tier ll and Tier lll will be entered by Faculty office. See APPENDIX "E" for details

If applicable, you will also indicate if the instructor needs a spouse opposite and/or has an accommodation requirement for rooms.

In the **Navigation Panel** select "Instructor"

A drop-down list will appear with all of the instructors in your department

Clicking one will show you a summarized version of that instructor



Add an Instructor

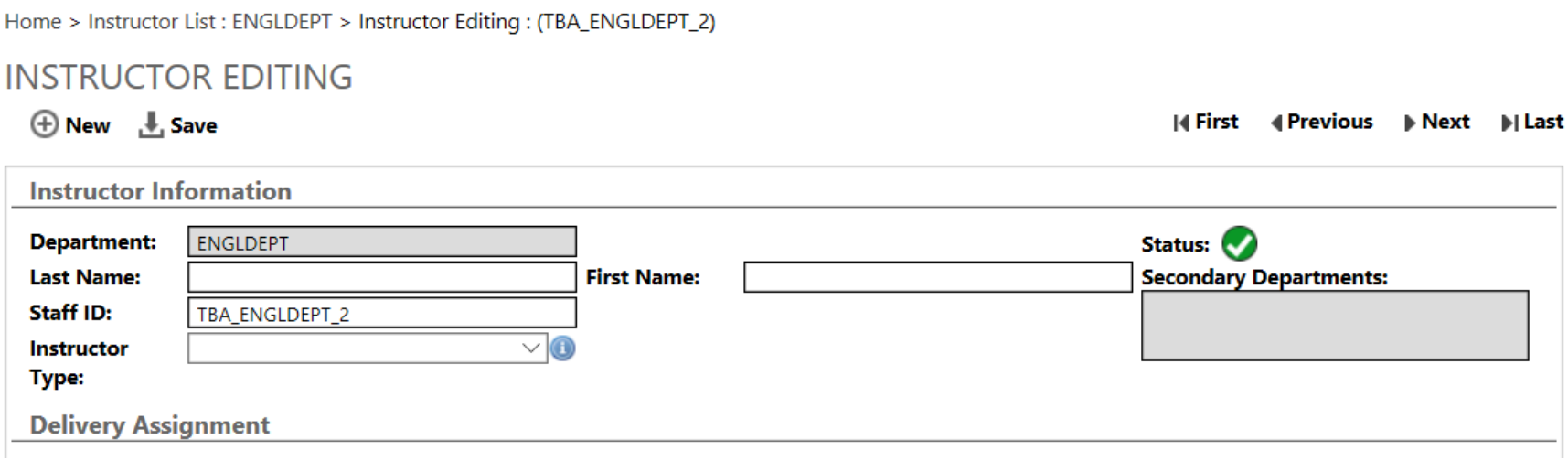
Click “Instructor” from the **Navigation Pane**

The list of Instructors from your department will appear in the **Preview Pane**

Click the icon in the **Tool Bar Menu**

Note: *Leave all Instructors in, even if not teaching in the year, no need to re-add in future*

Fill in fields within “Instructor Information”



Department: Automatically filled with your Department

Last Name: Add Instructor’s last name

First Name: Add Instructor’s first name

Staff ID: In the Staff ID field TBA ID is automatically generated (e.g. TBA_ENGLDEPT_1)
Only replace this if you have an employee ID

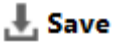
Instructor Type: Select from the drop-down menu

Back to Back Allowed: Will allow for back to back schedule, only if necessary

Standard

Teaching Rel Day B to B: Used if an Instructor needs a day free from teaching for research (instead of a specific day), and will allow back to back scheduling if necessary

Teaching Rel Day Standard: Used if an Instructor needs a day free from teaching for research (instead of a specific day)

Click 

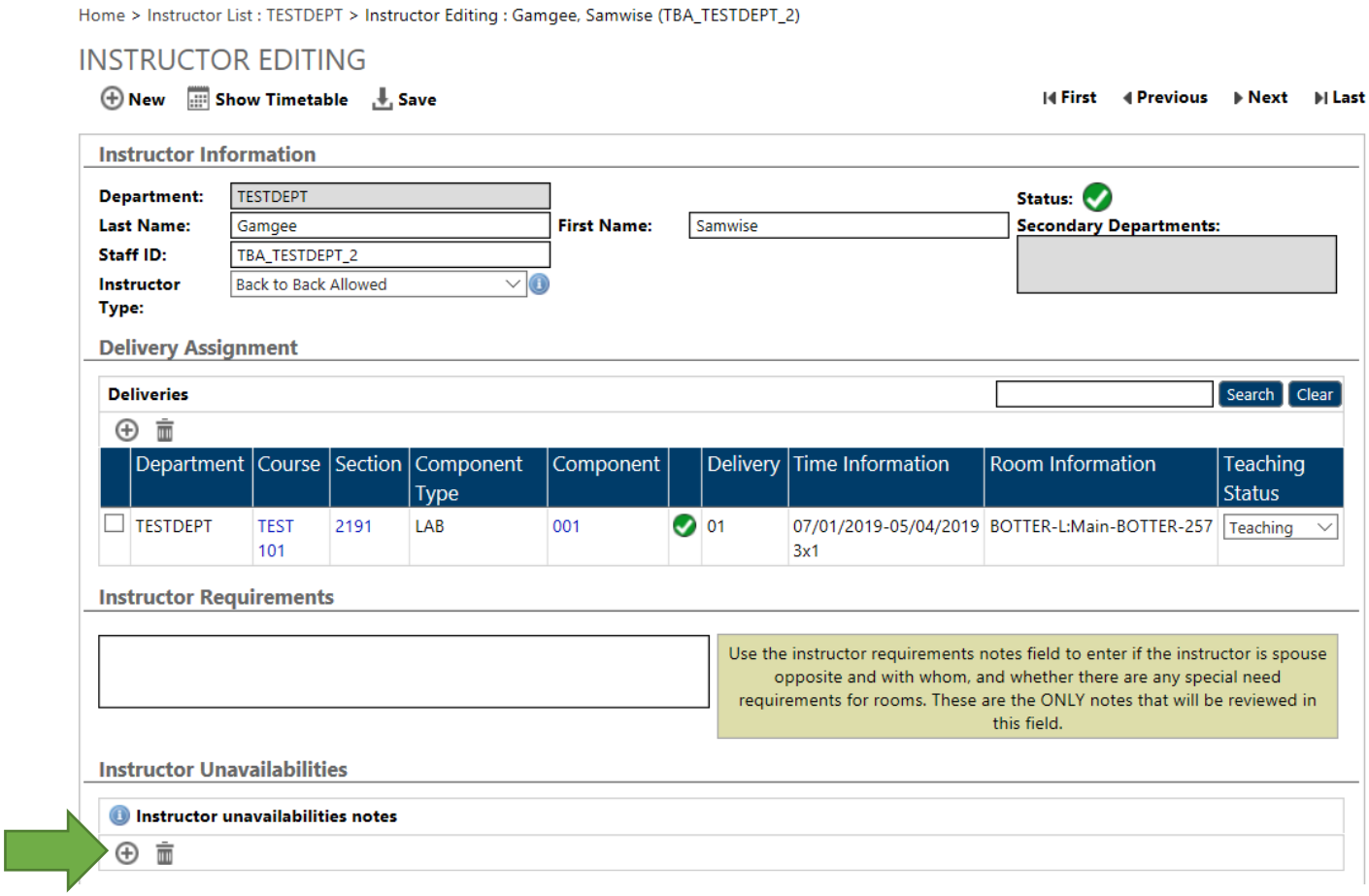
in the **Tool Bar Menu**

Add an Instructor Tier

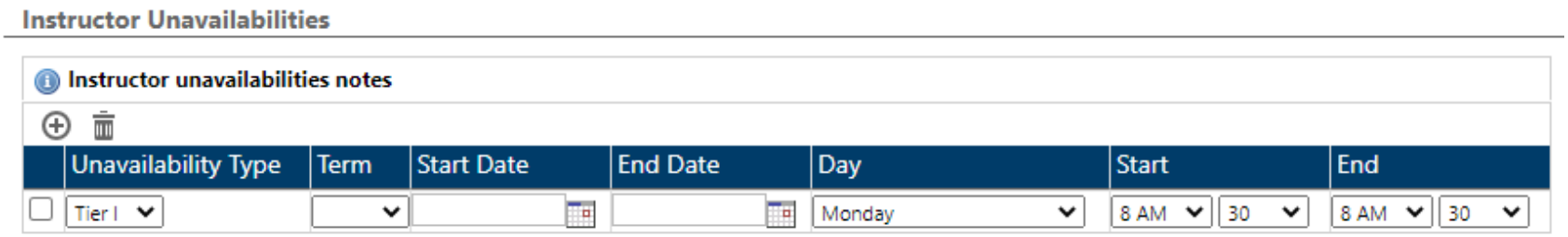
Tiers are added in the “Instructor Editing” screen

Click the icon in the “Instructor Unavailabilities Notes” **Tool Bar Menu**

Note: *Clicking the icon multiple times will create more “Unavailabilities”*



You will see this screen



Fill in Fields

Unavailability Type (Select One):
Tier I
Tier II – DO NOT ENTER – This will be done by the Faculty Office – See APPENDIX "E" for details
Tier III – DO NOT ENTER - This will be done by the Faculty Office – See APPENDIX "E" for details

> **Note**: Please refer to the information here (https://www.queensu.ca/provost/teaching-and-learning/university-timetabling) for specific information regarding the process for the new Tier requests.

Term:
Select the term

Start Date & End Date:
Automatically filled in by term selection

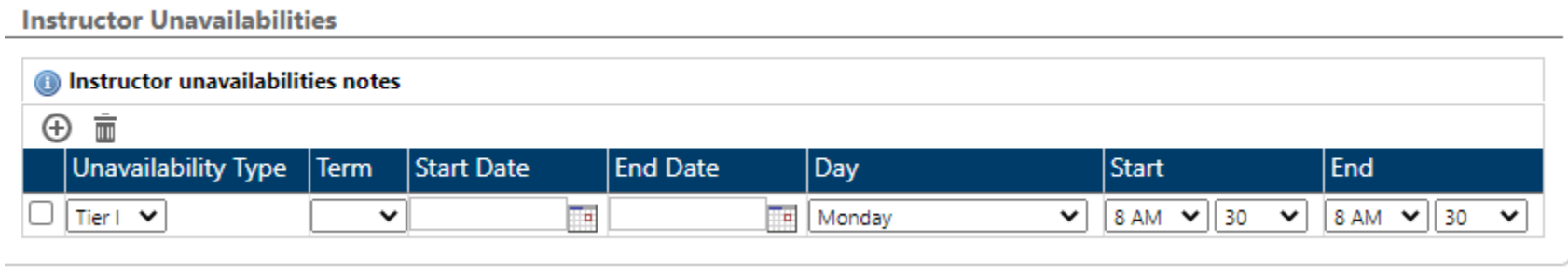
Can be edited by clicking the icon

> **Note**: *Often Tiers relate to fall and winter terms, be sure to extend the end date to the end of winter term*

Start Time and End Time:
Select a start time and an end time in the drop-down menus

Change an Instructor Tier

The Tiers can be edited within the “Instructor Editing” screen



Unavailability Type:

Select an option from the drop-down menu

> **Note**: Please refer to the information here (https://www.queensu.ca/provost/teaching-and-learning/university-timetabling) for specific information regarding the process for the new Tier requests.

Term:

Change term from the drop-down menu

Start Date & End Date:

Will be set by default to match the selected term

Can be changed by selecting the icon beside the date

> **Note**: *Often Tiers are related to fall and winter terms, be sure to extend the end date to the end of winter term*

Day:

Select a day of the week

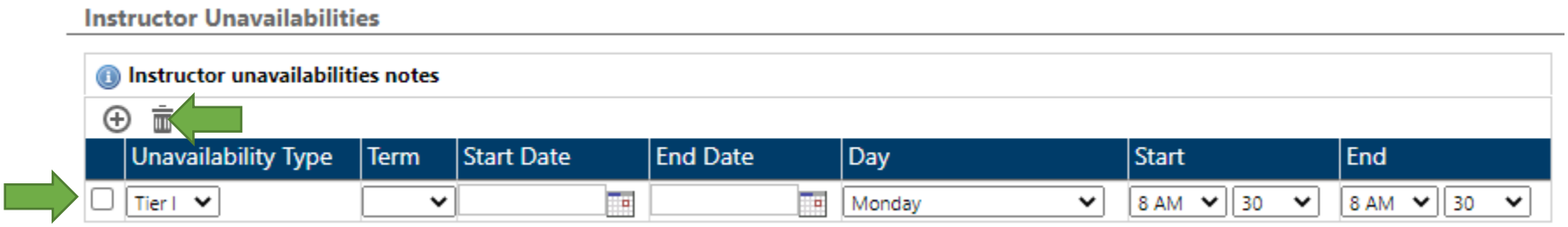
Start Time & End Time:

Select a start time and end time from the drop-down list

Remove an Instructor Tier

Tiers are found in the “Instructor Editing” screen under “Instructor Unavailabilities Notes”

Click the checkbox beside the “Tier” you want to delete

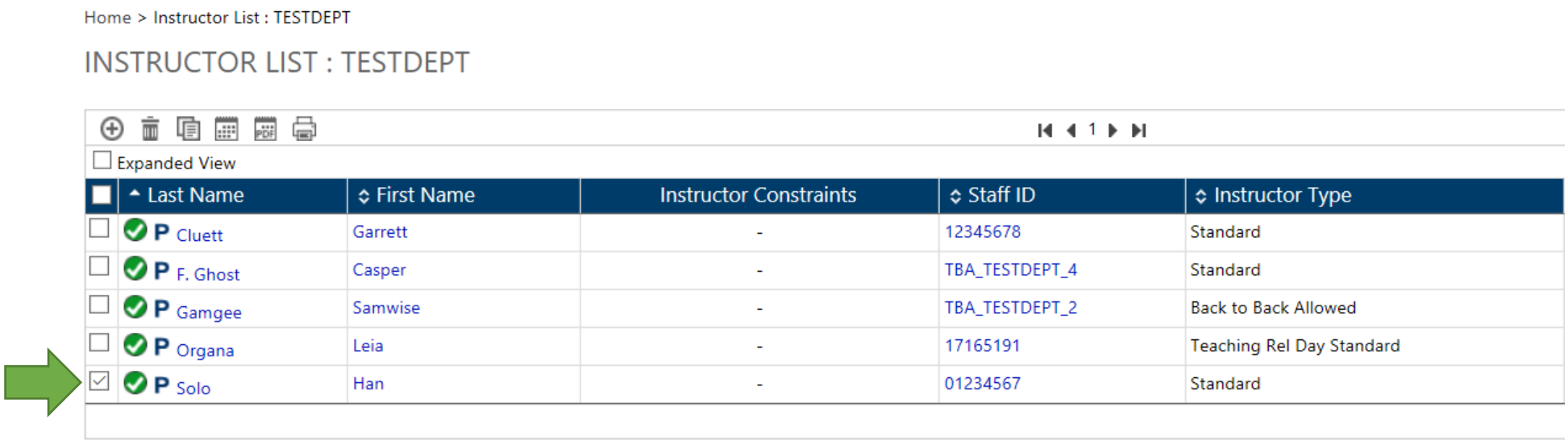


Click the icon in the “Instructor Unavailabilities Notes” **Tool Bar Menu**

Delete an Instructor

Click “Instructor” from the **Navigation Pane**

The list of Instructors from your department will appear in the **Preview Pane**



Select the checkbox next to the instructor you wish to delete

Click the icon in the **Tool Bar Menu**

You will be asked if you are sure you want to delete this instructor

Click Ok and the instructor will be deleted

MEETINGS

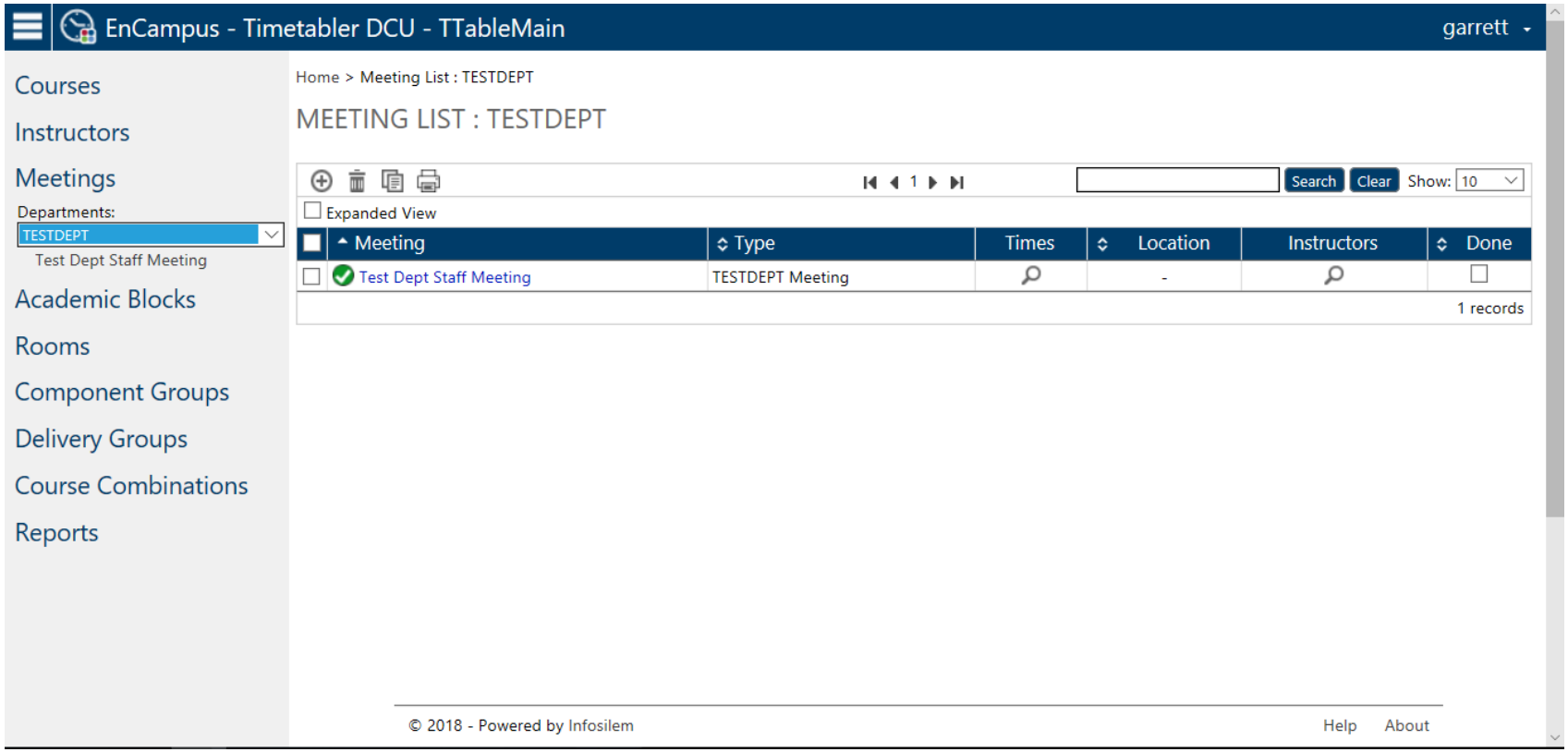
Overview

Departments have the ability to reserve a time in the timetable to hold a department meeting.

A central inventory or a departmentally owned room can be reserved in the DCU for the meeting, and instructors can be added.

Timetabling will try to ensure the meeting time does not conflict with instructors' courses, as much possible.

It is expected that department meetings will occur at times according to the University's slot system.



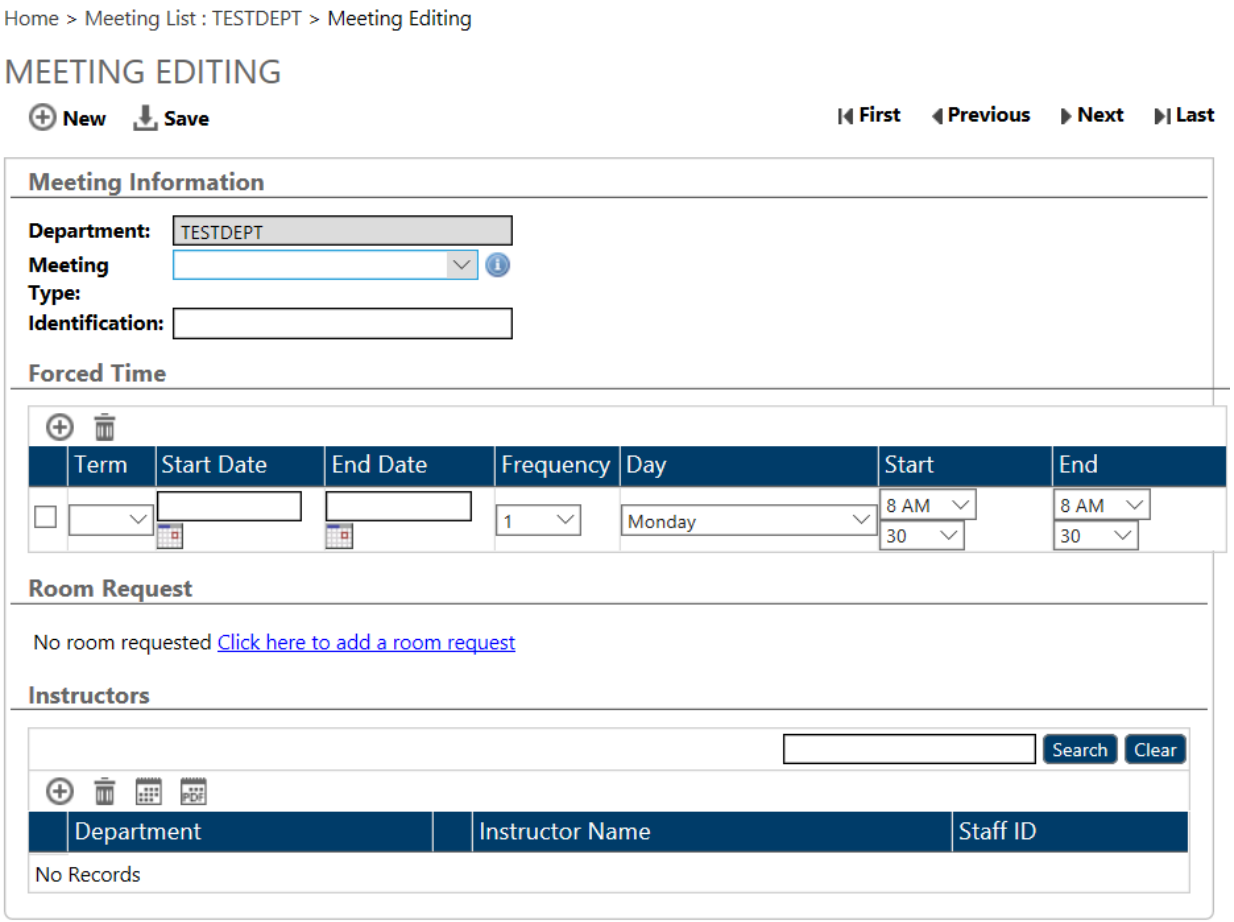
Add a Department Meeting

Meeting Information

Select “Meetings” in the **Navigation Pane**

Select the icon in the **Tool Bar Menu**

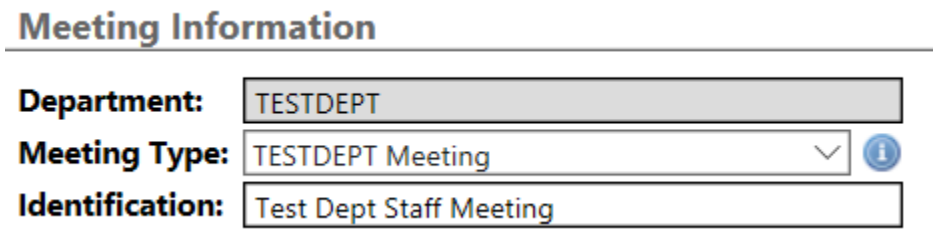
The “Meeting Editing” screen will appear



Select a Meeting Type from the Dropdown list

Meeting Type: TESTDEPT Meeting

Identification: *Type the name of the meeting here*
e.g. "Test Dept Staff Meeting" as seen below



Forced Time

Term: Select term from down-down menu

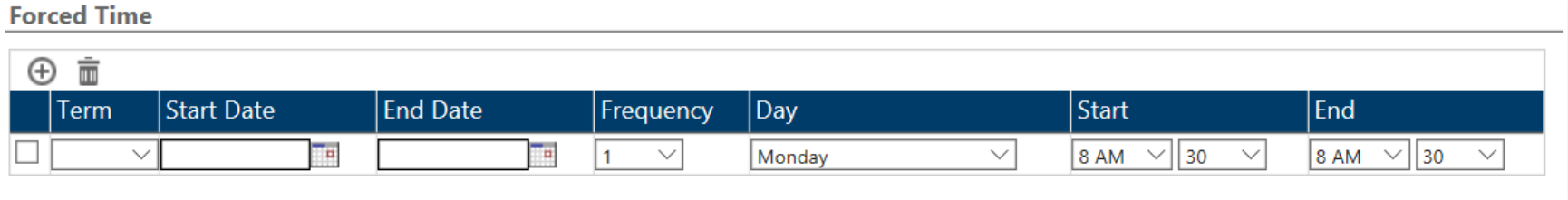
Start & End Date: Will be automatically filled in if the term is selected. If no term is selected, you can manually add your time

Note: *If you want the meeting to be fall and winter terms, be sure to edit the end date to include the*

Frequency: Repeats every (X) week
e.g. 1 = Every week; 2 = Once every two weeks

Day: Which day will the meeting take place

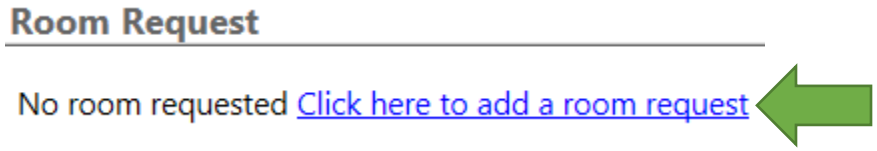
Start & End Time: When will the meeting start and when will it end



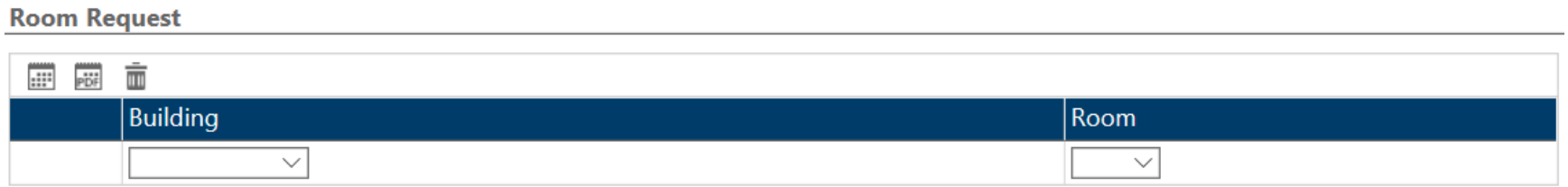
Room Request

When creating a new meeting there are no fields in the “Room Request” section

Click *“Click here to add a room request”* to have access to the “Room Request” section



You will see this screen



Building: Select a building

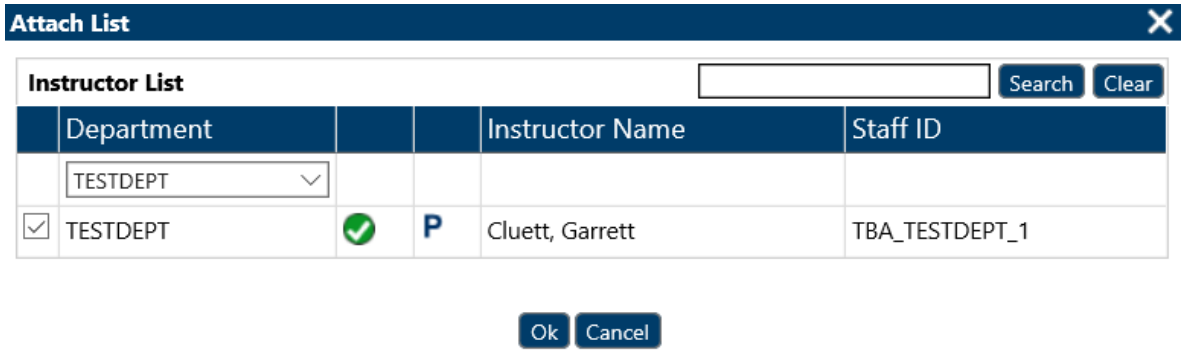
Room: Select a room within that building

Add an Instructor

Click the icon in the **Tool Bar Menu**

A window (Attach List) with a full list of all instructors will appear

Select the checkbox beside the Instructor(s) you wish to add to the meeting



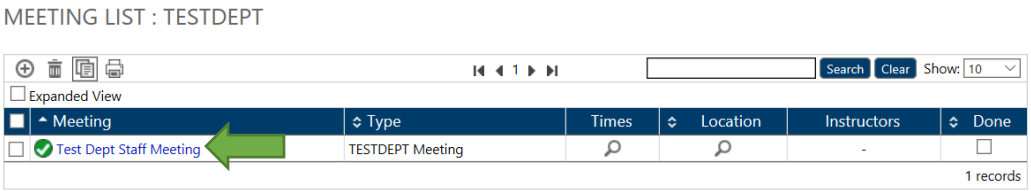
Click "Ok"

Click Save in the main **Tool Bar Menu**

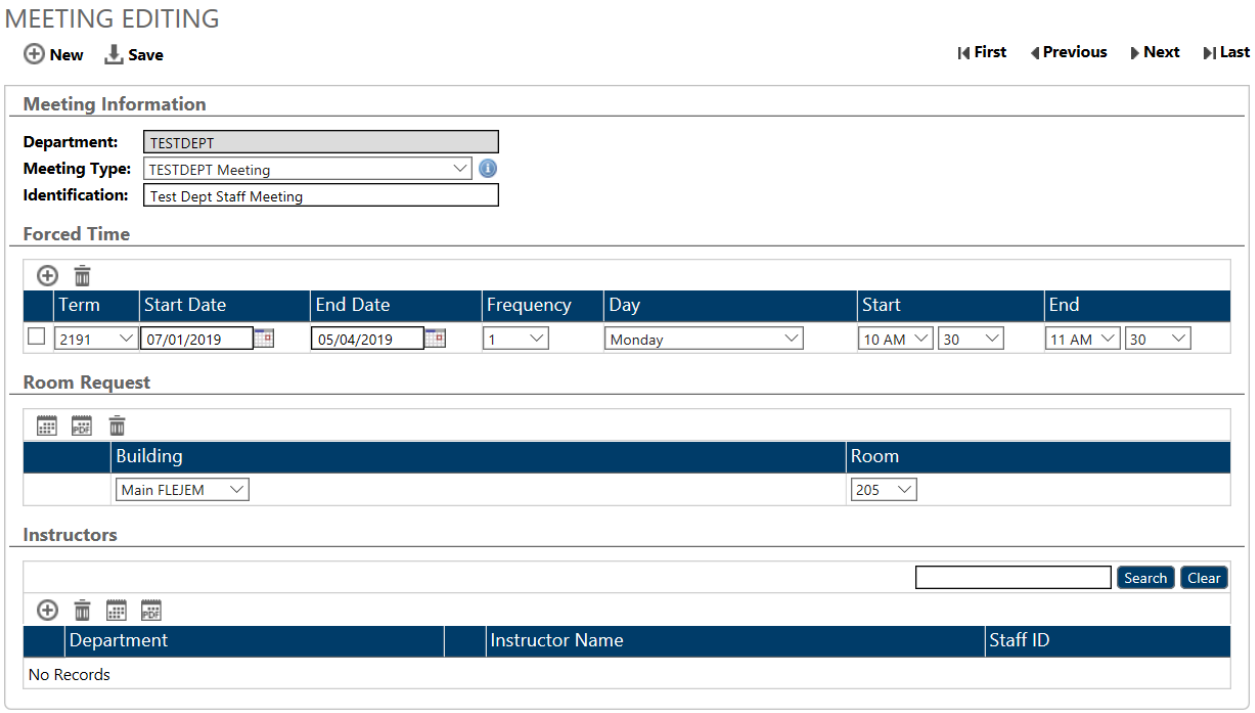
Change a Department Meeting

Select “Meetings” in the **Navigation Pane**

Click the meeting you want to change in the **Preview Pane**

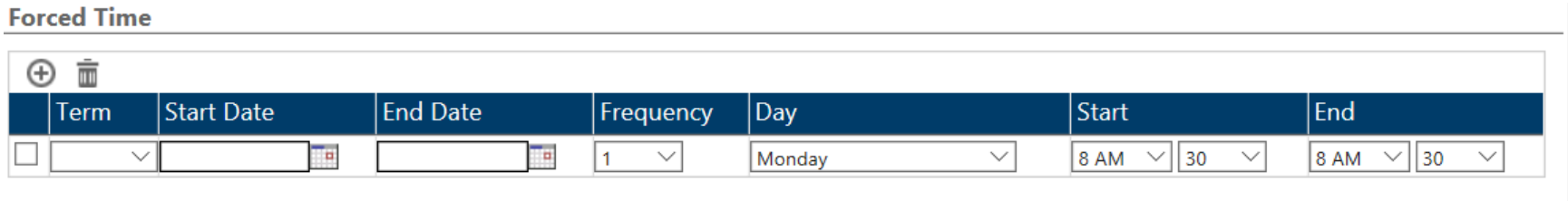


You will see the “Meeting Editing” screen

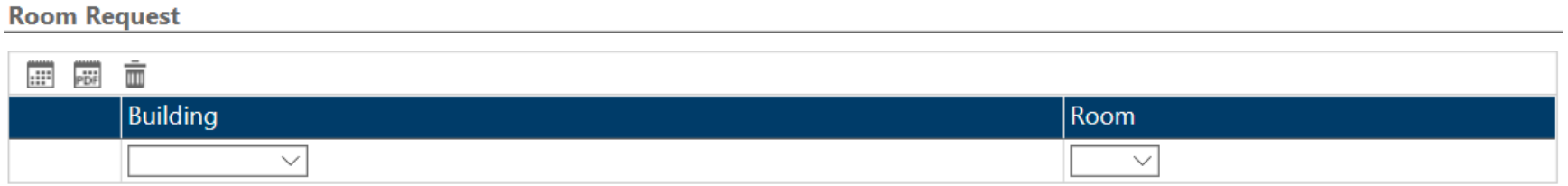


Make changes to the fields as needed

Forced Time: you can make changes to the *Term*, *Start Date*, *End Date*, *Frequency*, *Day*, *Start Time*, and *End Time*



Room Request: you can make changes to the *Building* and *Room*



Instructor: you can add or delete Instructor(s)

Note: *The instructors already showing in a meeting are rolled from last year's data*

Click **Save**

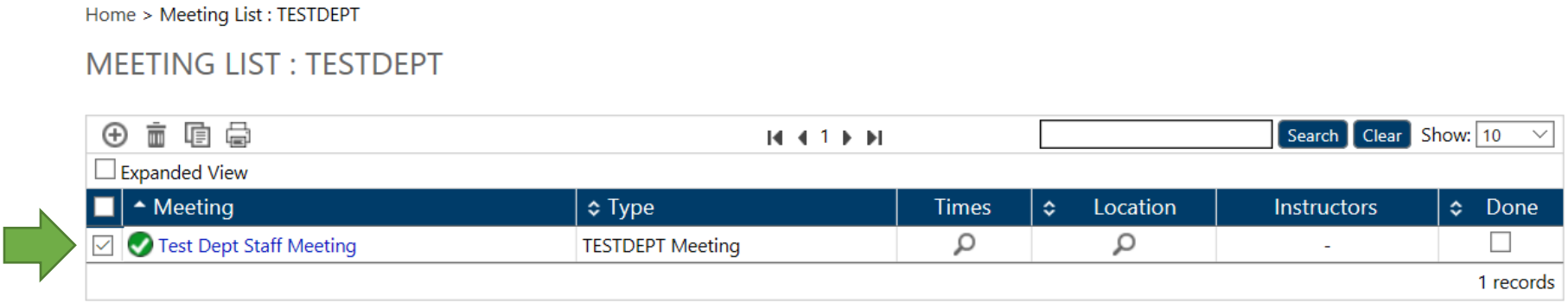
Note: If you do not click save nothing will be saved

Delete Department Meeting

Select "Meetings" from the **Navigation Pane**

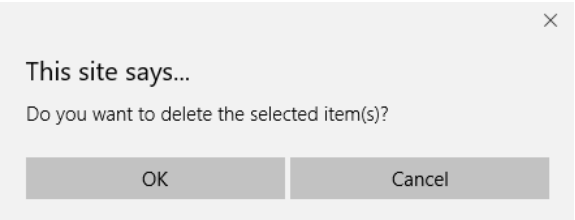
In the **Preview Pane** will be the meetings for your department

Click the checkbox next to the meeting you want to delete



In the **Tool Bar Menu** click the icon

You will be prompted with this screen



Click Ok to complete the process

COURSES

Overview

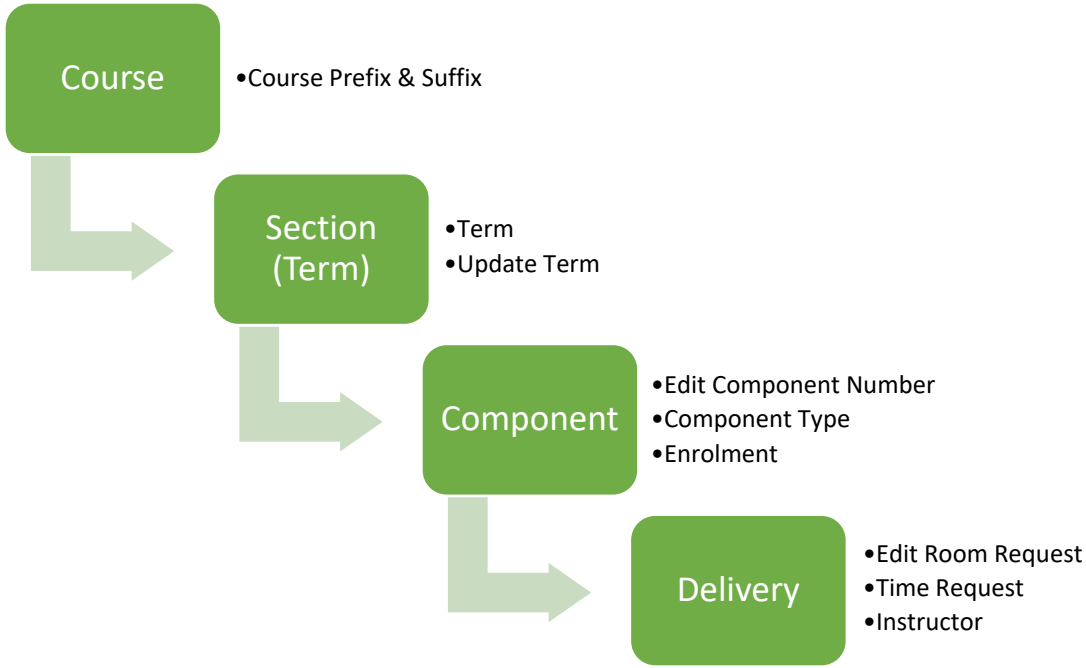
Fall and winter course offerings are available in the DCU for an update for the next academic year.

The previous year's course offerings are used as a starting point for the update.

Please ensure courses and component types (LEC, TUT etc.) are approved by your Faculty/School's curriculum committee.

Undergraduate Art and Science, Law, Nursing, Engineering and Commerce courses are to be entered into the DCU for timetabling purposes, in addition to Occupational and Rehabilitation Therapy and Psychology graduate courses.

Course – Section (Term) – Component – Delivery are all nested within one another



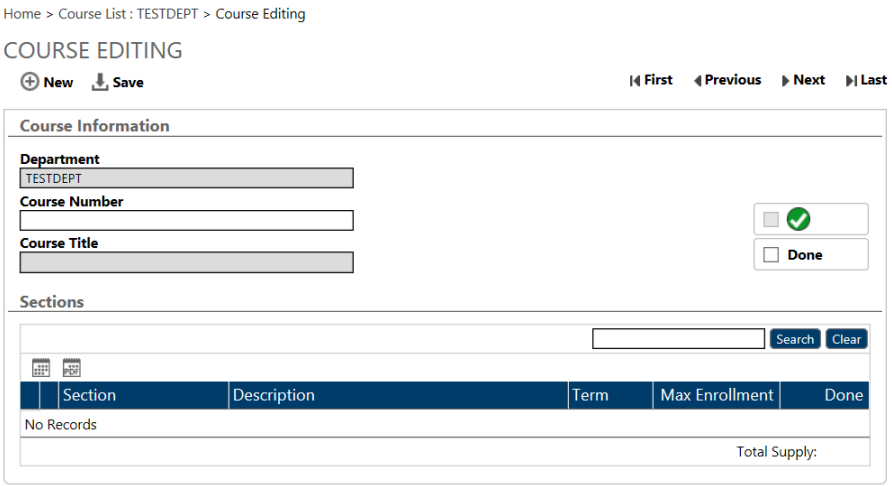
Adding a Course Offering

Click "Courses" from the **Navigation Pane**

Your department list will appear in the **Navigation Pane** and a detailed version will appear in the **Preview Pane**

To add a Course Offering, select the ⊕ icon in the **Tool Bar Menu**

You will see the screen



From here you will enter a Course Number, e.g. "DEVS 123". There should be a space between the letters and the numbers.

Course Number

TEST 101

Click **Save** in the **Tool Bar Menu**

Note: You *do not need to enter data in: "Department" or "Course Title"*

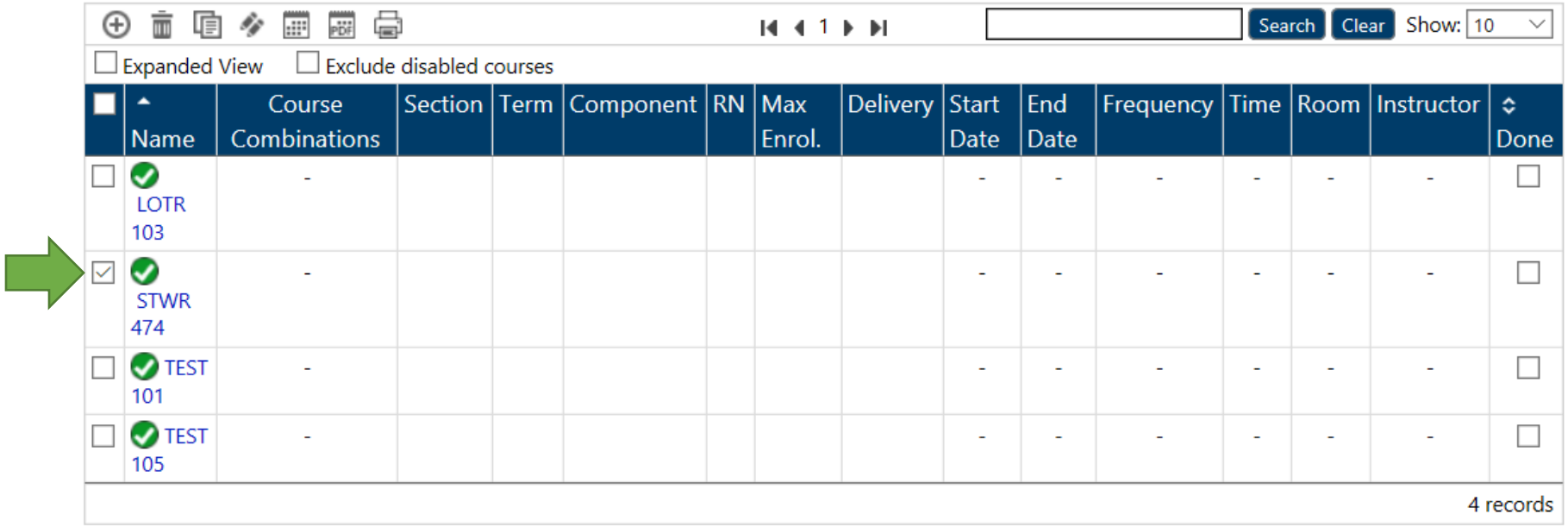
Delete a Course Offering

In the **Navigation Pane** select "Courses"

In the **Preview Pane** click the checkbox beside the course(s) you want to delete

Home > Course List : TESTDEPT

COURSE LIST : TESTDEPT



Once selected, click the icon

A window will appear “This site says… Do you want to delete the selected item(s)?”

Click “Ok” if you want to delete

Your course(s) is deleted

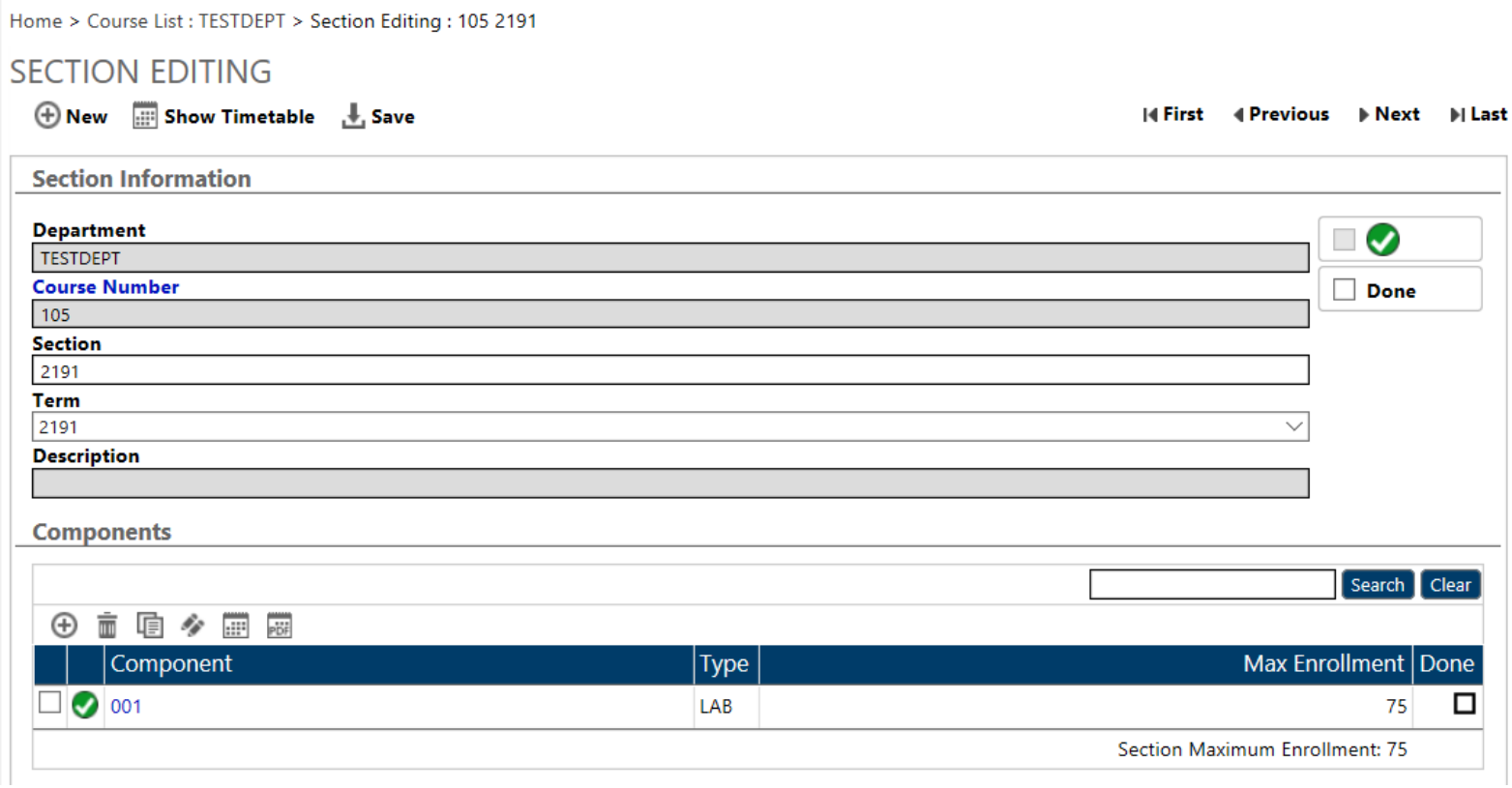
SECTIONS (Terms)

Overview

The word “section” in the DCU simply means term.

In all cases, the section must match the term.

The sections for the upcoming academic year are 2229 (fall) and 2231 (winter).

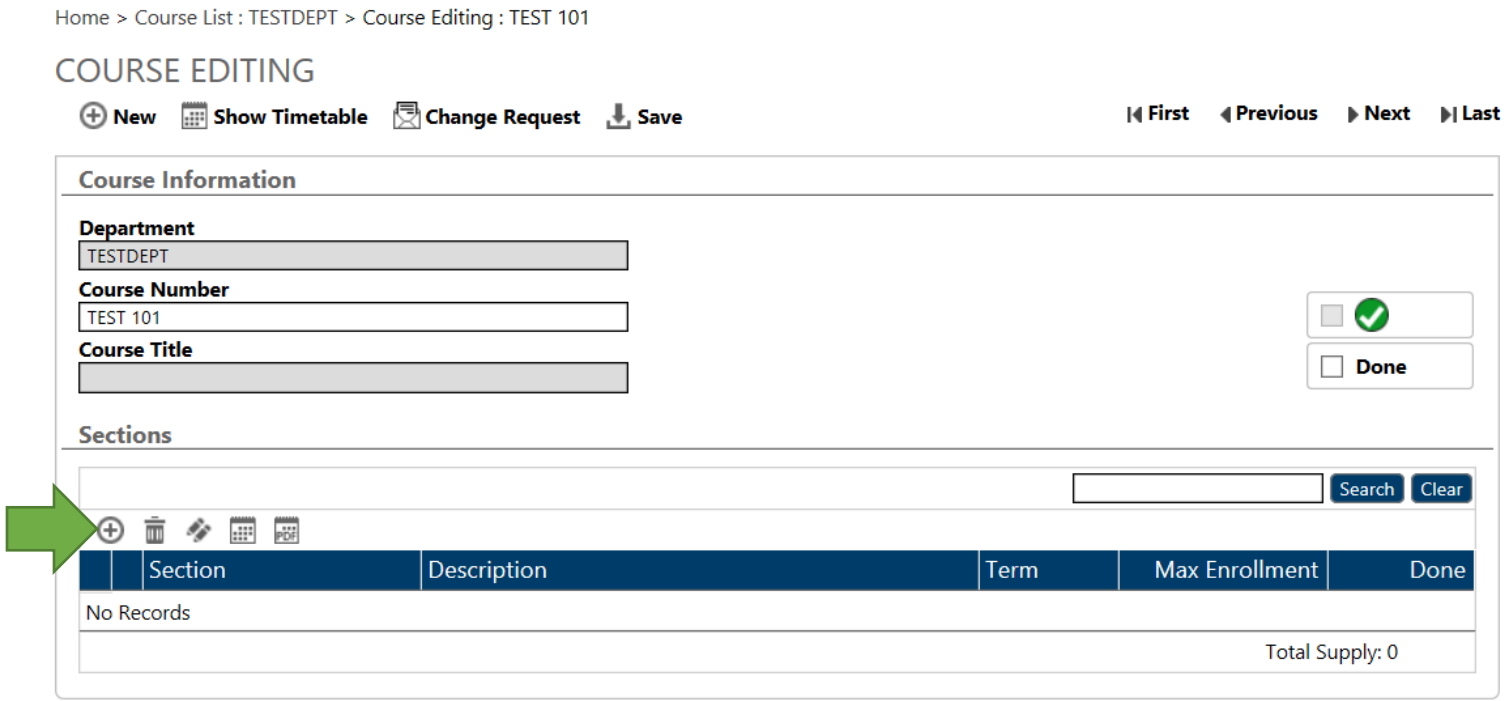


Adding a Section (Term)

The word “Section” means “Term” in the DCU

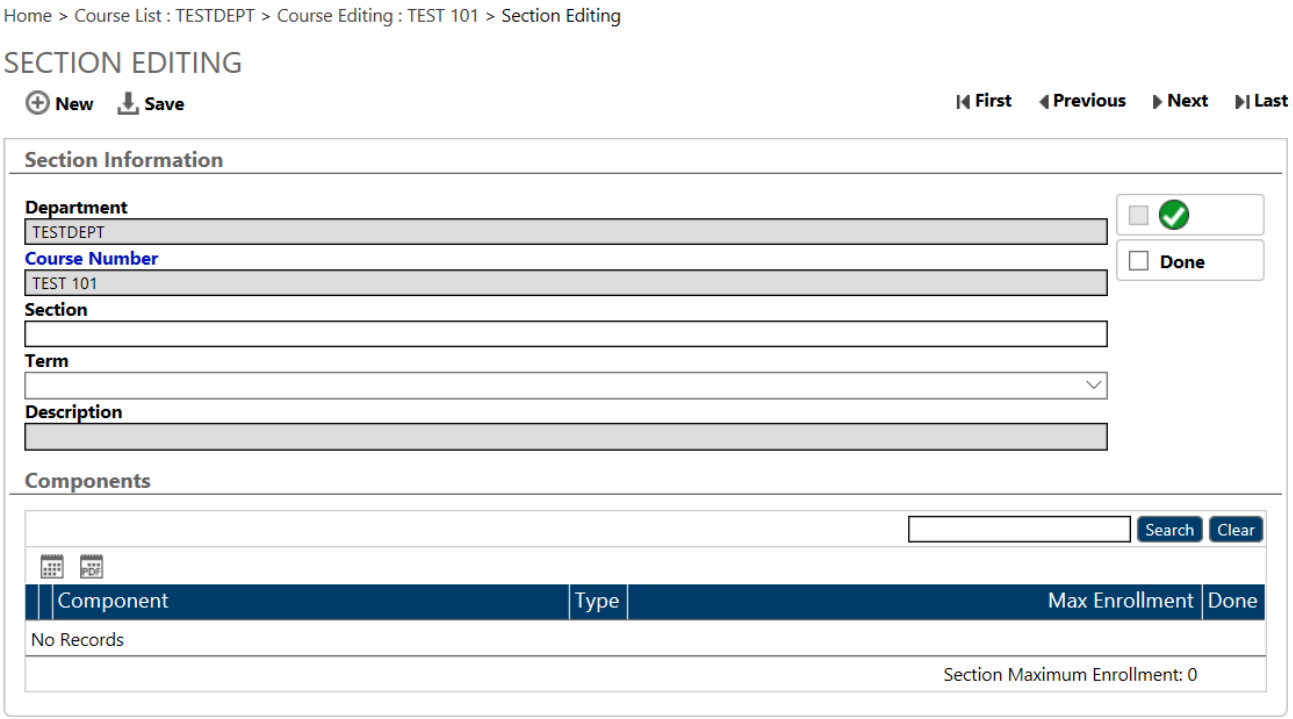
Example: Section = 2231, Term = 2231

Within the “Course Editing Screen” move down to “Sections”



Click the ⊕ icon in the **Tool Bar Menu**

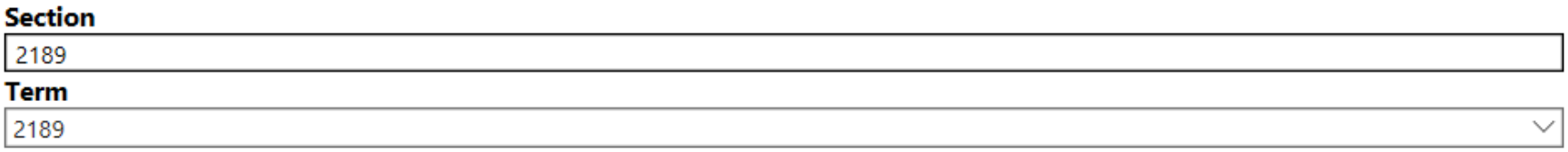
You will see this screen



Order of Input: Term - Section

Term: Select the Term from the drop-down menu in which the course takes place

Section: Free Form Text box; Type the term code you selected in “Term” 2239 (Fall) or 2241 (Winter)



Both “Section” and “Term” must match then click **Save**

Move a Course to a Different Section (Term)

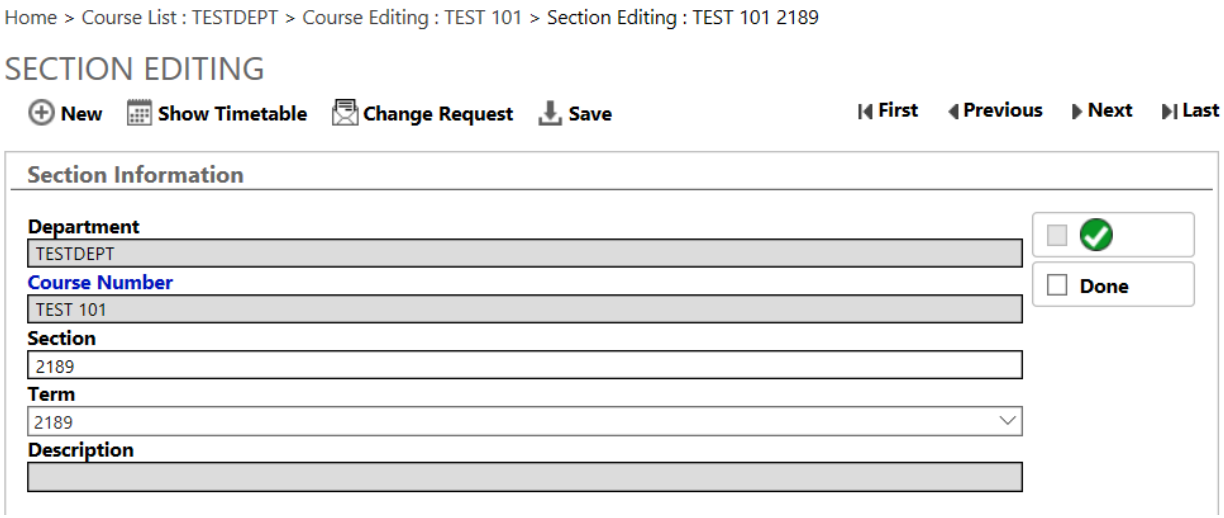
Select “Courses” from the **Navigation Pane**

Select the “Course” you want to edit from the **Preview Pane**

Go to “Sections” within the “Course Editing Screen”

Click the “Section” you want to edit

You will be taken to the “Section Editing Screen”

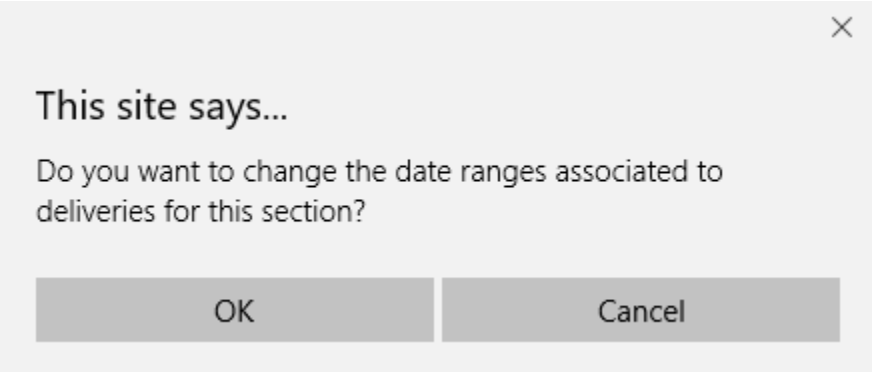


Change the “Section” (Free Form Text) and “Term” (Drop-down Menu)

The “Section” and the “Term” must match

Once you change the “Term” from the drop-down menu a screen may appear

Note: This screen will appear if there are “dates” and “times” requested in a component within the section
If an empty section, screen will not appear



Click “Ok” to confirm

You will see the “Section Editing Screen”

Click **Save**

Delete a Section

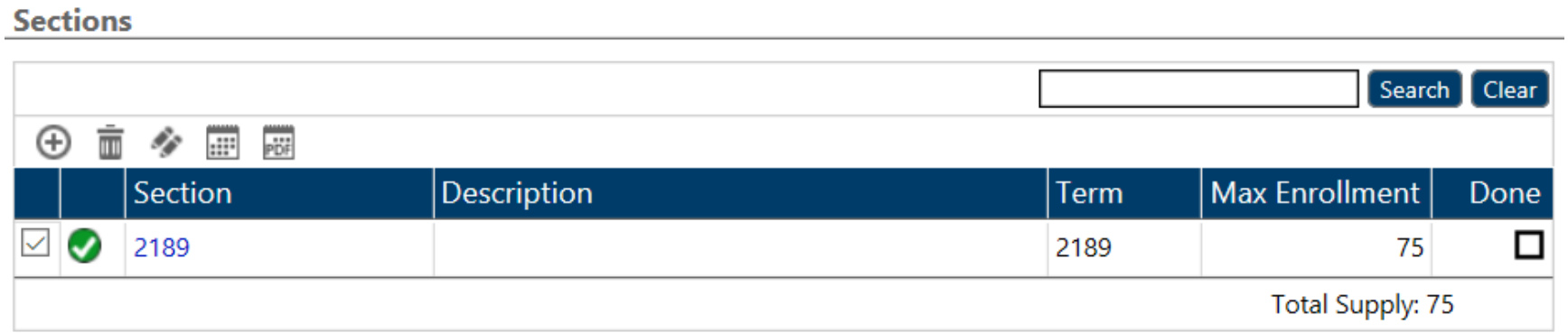
Select “Courses” from the **Navigation Pane**

Select the “Course” you want to edit from the **Preview Pane**

Go to “Sections” within the “Course Editing Screen”

Select the “Section” you want to Delete by clicking the empty square beside it

> **Note**: *It is rare that you would want to delete a section*
> *If a change in term is needed it is better to change the term*



Then click the icon in the **Tool Bar Menu**

This will delete all Component and Delivery information within the Section

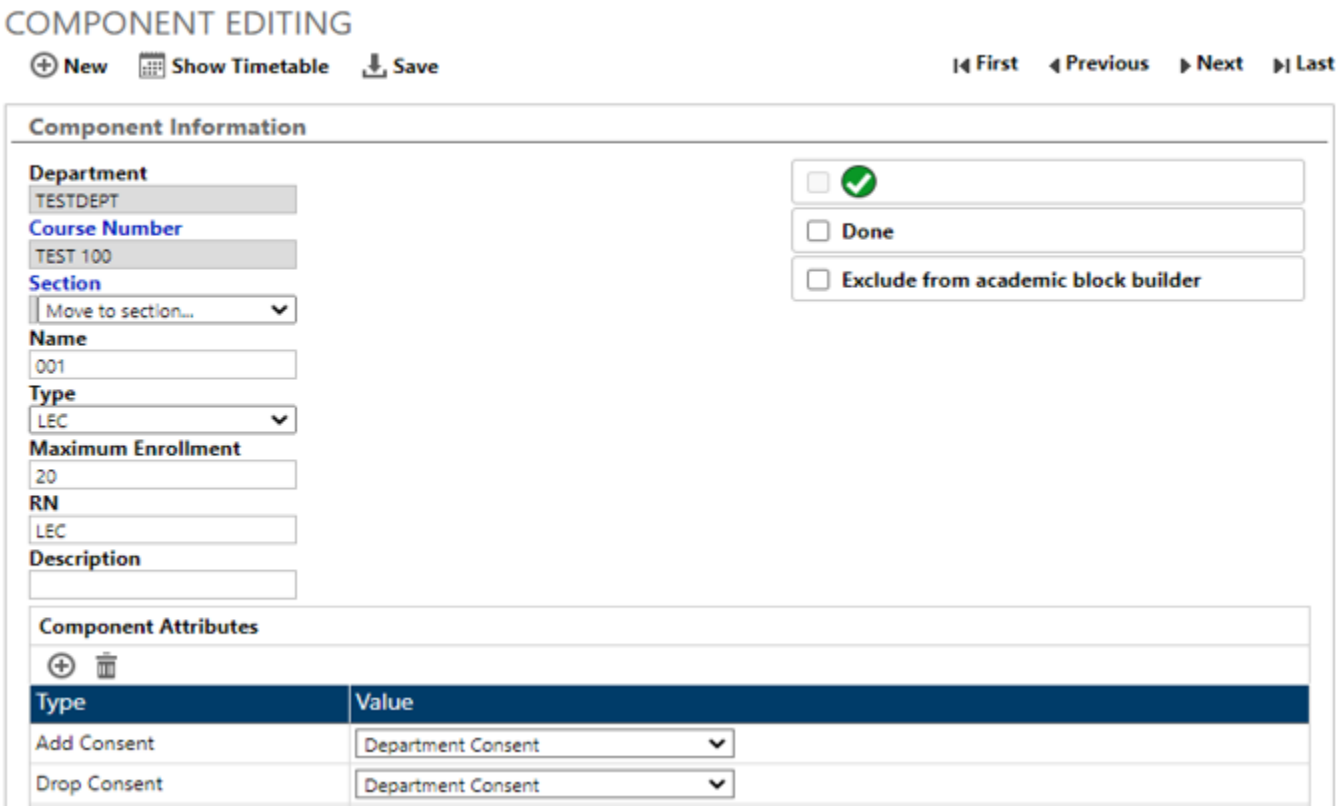
Click **Save**

COMPONENT

Overview

Components are the type of classes that are to be offered as approved by the Faculty/School curriculum process.
For example: LEC, TUT.

In the component area of the DCU, you will add/delete/edit component types, edit enrolment, and if a Topics Course edits the component description field to record the Course Topic ID number and description.

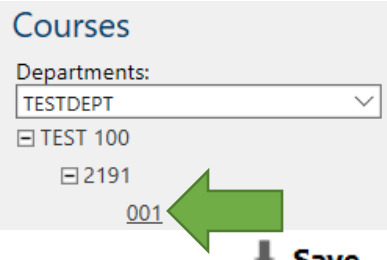


Component Attributes is where course add/drop consent and the Teaching Mode is to be recorded.

Adding a Component

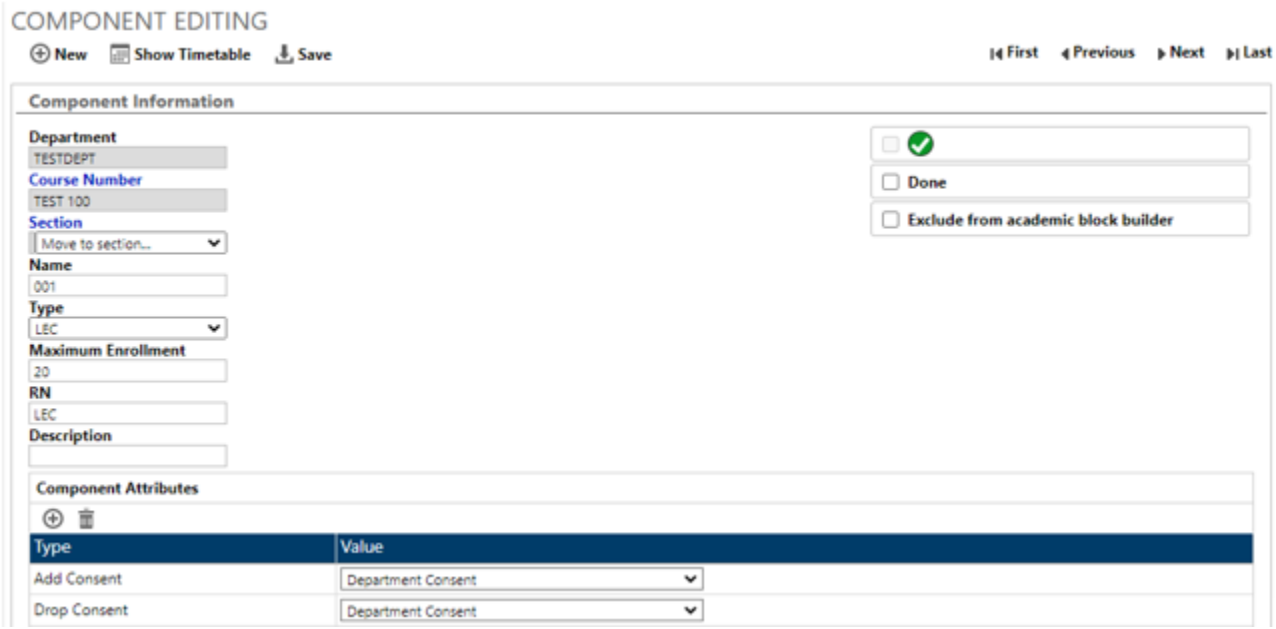
Open the “Component Editing Screen”

In the **Navigation Pane** under “Courses” select the “Component”



After you the click Save in “Sections” the Components **Tool Bar Menu** will be available

Click the icon in the Components **Tool Bar Menu**, you will see this screen



Component Information

Fill in fields

Name: Is the component number – e.g. 001. Numbers must be unique under the course; they follow sequentially E.g. 001, 002, 003

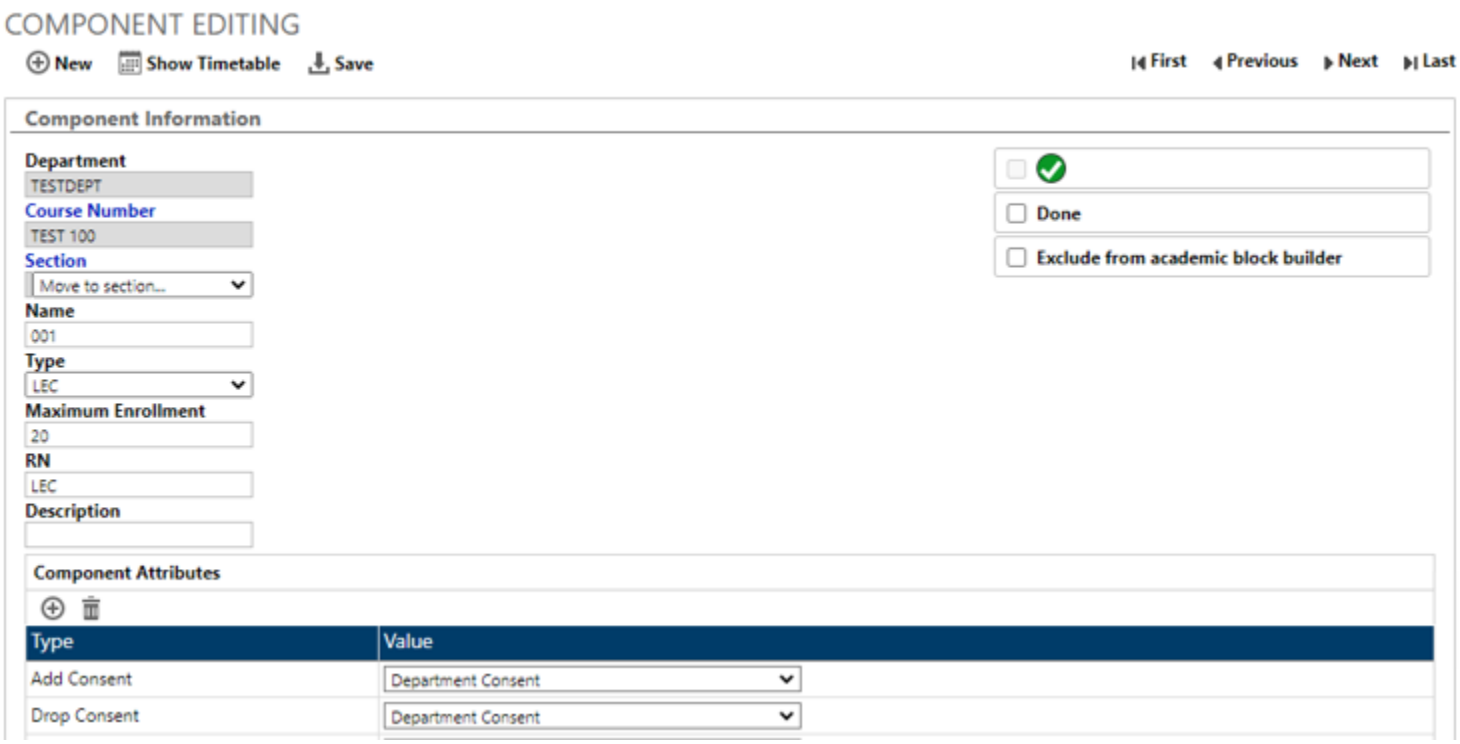
Type: Select Component Type from the Dropdown list, e.g. LEC

Max Enrollment: Max number of students

RN: Is typed in and must match the component type, e.g. LEC

Description: Leave blank, unless you are adding a new component and it is part of a topics course, include the topic ID number and topic title in this field

Example: For MUSC 321B the topic would be – 1 Jazz Ensemble

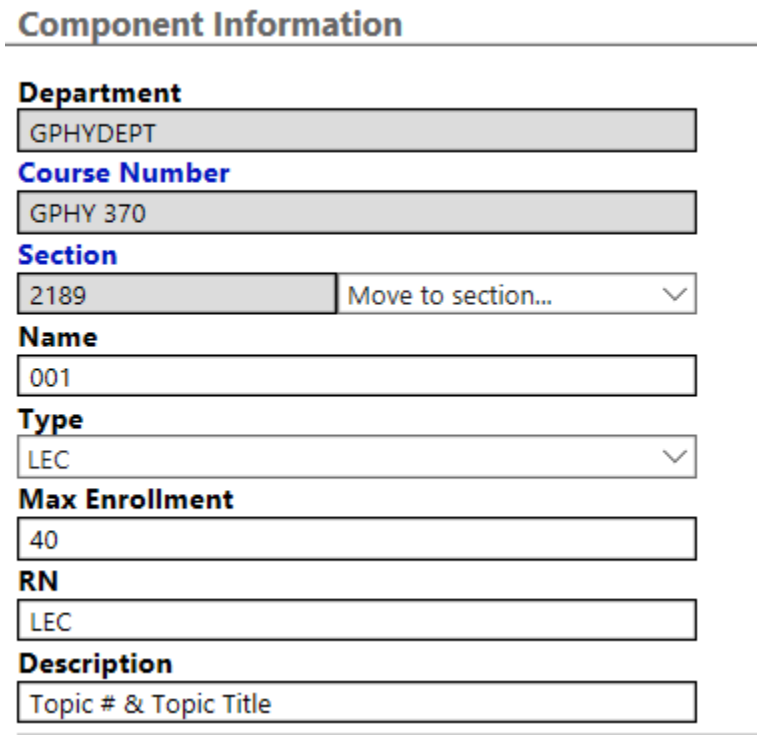


Topics Courses Entering into DCU

Topics courses must be approved by your Faculty's curriculum process.

In order for us to set up the term offering of a topics course in People Soft, we require the course topic ID number AND the course topic description, for example: GPHY370, topic ID=4, topic description=The Lives of Animals.

Within the DCU, the place where topic ID and description are to be recorded is under component editing, component description. For any existing topics course in the DCU and rolled forward from last year, we have entered "Topic # & Topic Title" in the component description. You will need to update this field to record the number and the title OR delete the component/course if it isn't offered next year.

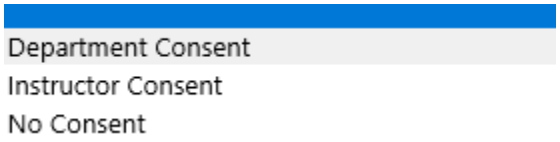


Component Attributes

These fields are exclusively used to capture the (Add + Drop) consent and Teaching Mode for PeopleSoft registration configuration

Add Consent: Select an option from the drop-menu
Department Consent, Instructor Consent, No Consent

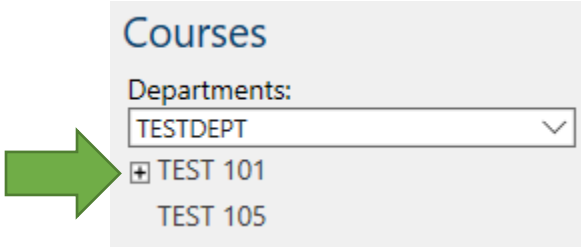
Drop Consent: Select an option from the drop-menu
Department Consent, Instructor Consent, No Consent



Delete a Component

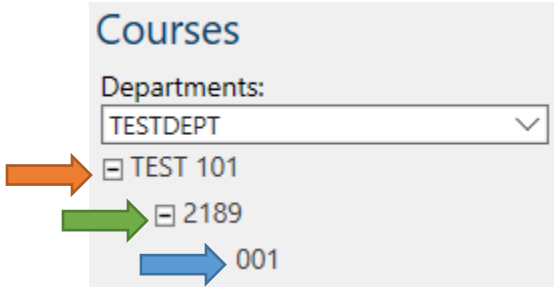
In the **Navigation Pane** select "Courses"

Within "Courses" select the icon beside the Course you want to edit

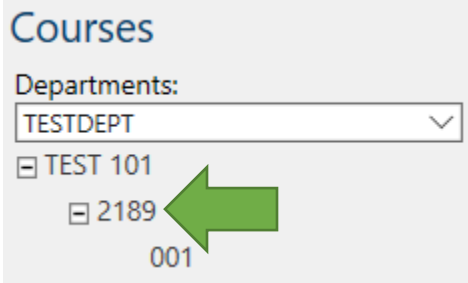


The drop-down list shows you "Course", "Section"

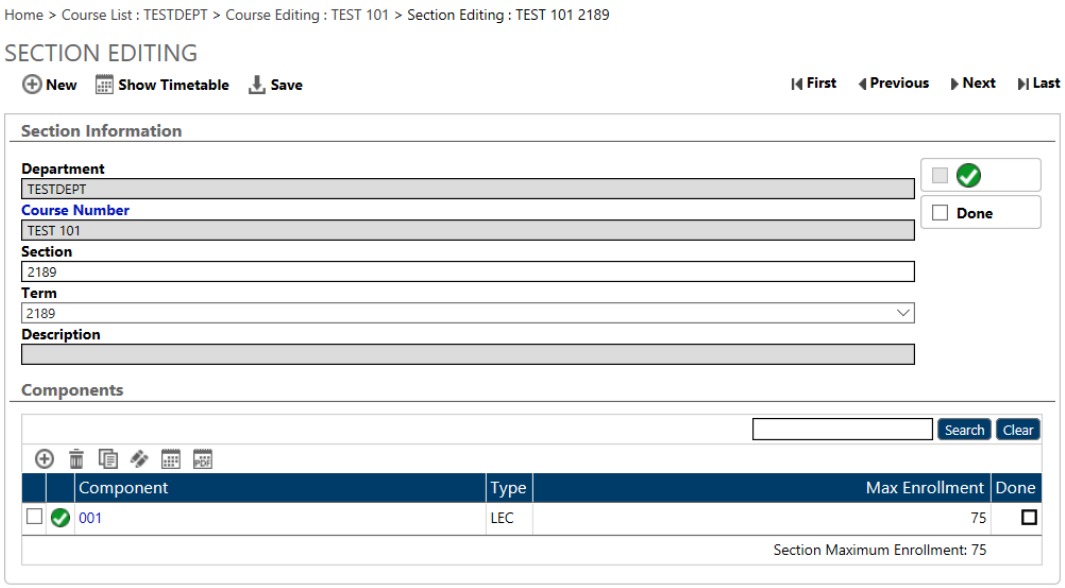
Click the beside the "Section" for "Components"



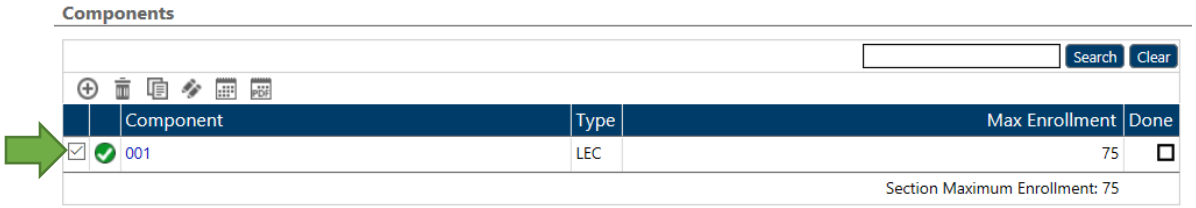
Click the number representing "Section"



You will see this screen



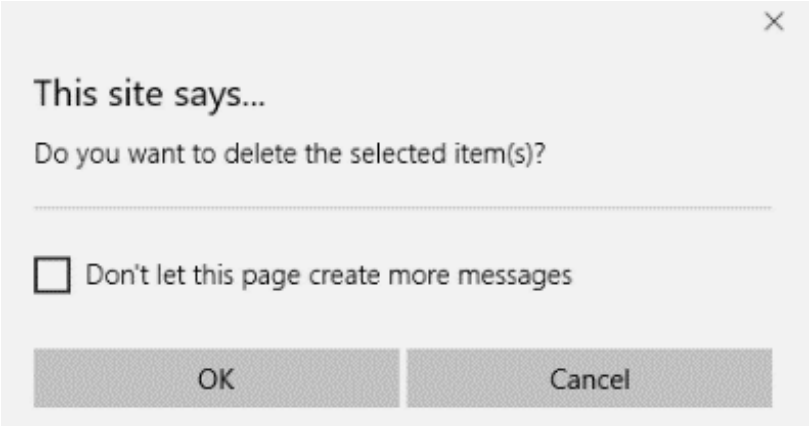
In “Components” select the checkbox beside the component(s) you want to delete



Select the icon in the Components **Tool Bar Menu**

A window will appear

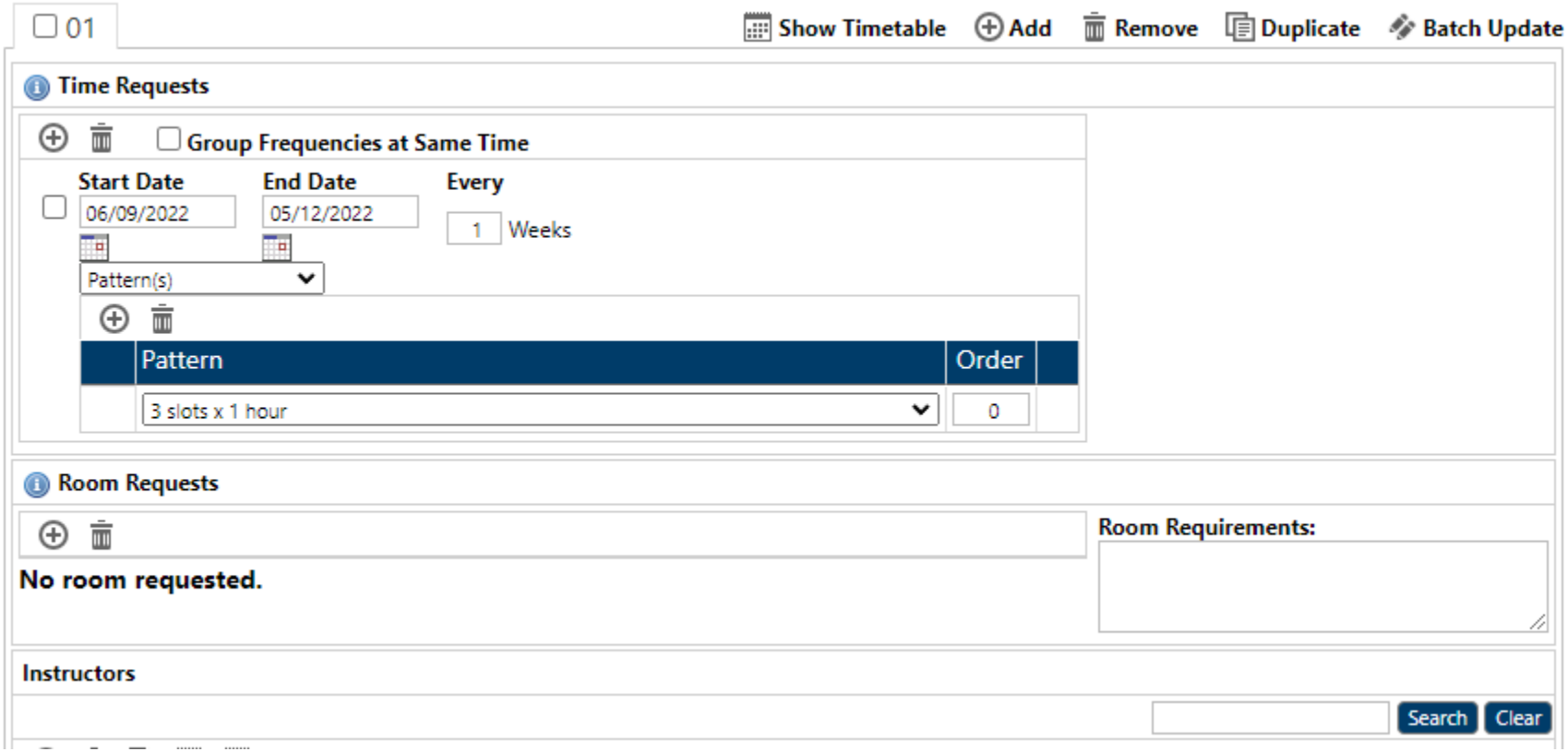
Click Ok



DELIVERY

Overview

The delivery area in the DCU is where room and time requests and the instructor(s) are entered.



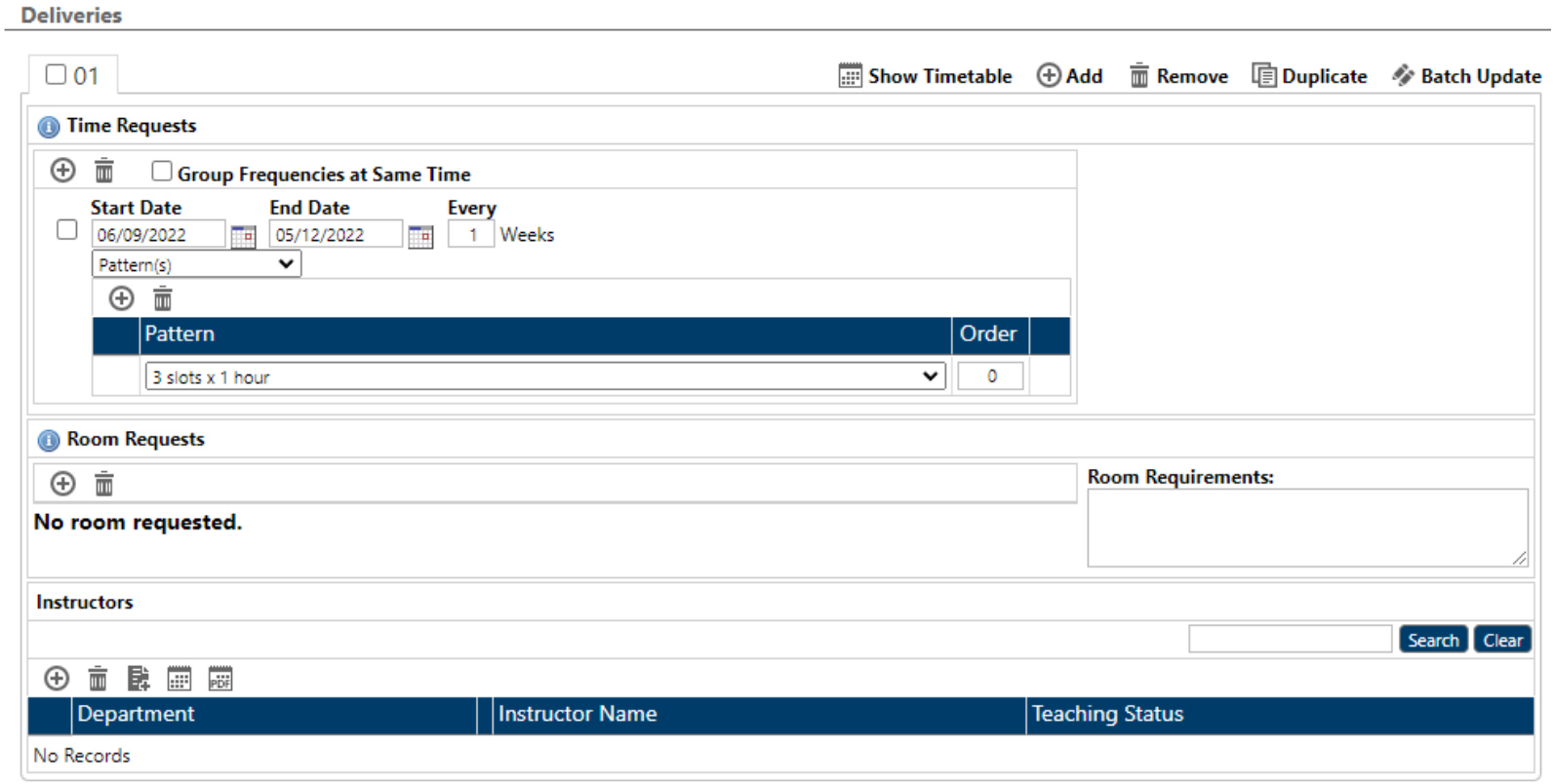
Add A Delivery to a Component

Deliveries: There are 3 sections that need to be filled out

- Time Requests
- Room Requests
- Instructors

"Deliveries" are added and edited within the "Component Editing" screen

To add additional Deliveries to a Component click the icon in the Delivery **Tool Bar Menu**



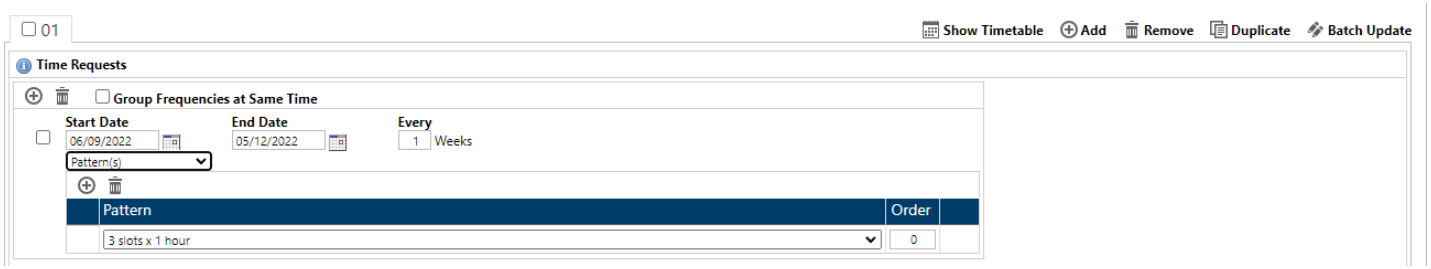
Time Request

Fill in the fields

Start Date & End Date: will automatically be filled, based on the Term selected in the "Section"

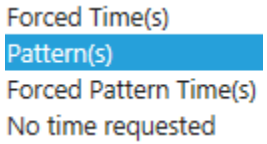
Note: These can be edited if necessary

Every "X" Week: This indicates whether the course meetings will repeat every week (1), every other week (2), etc.



Underneath the "Start Date" and "End Date" there is a drop-down list

Select an option from



Each creates different options in the drop-down list below

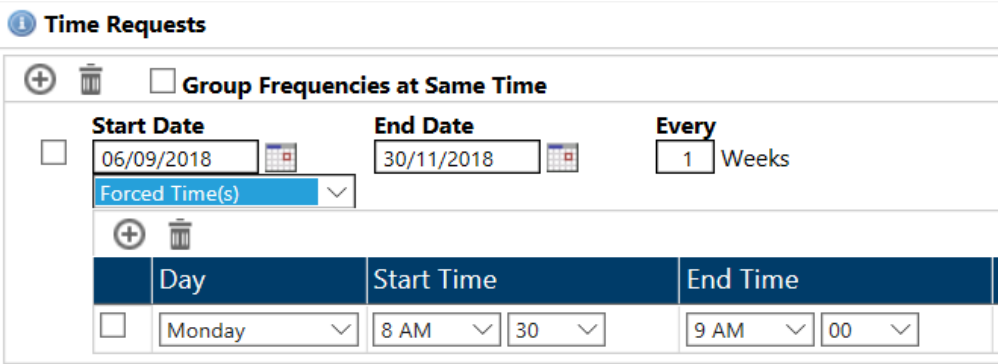
Forced Time(s): University Timetabling Committee (UTC) approval required
Following Data entry we will request justification for all Forced Time(s), Pattern(s), and Forced Pattern Time(s)
Pattern(s): Does not require UTC approval
Forced Pattern Time(s): UTC approval required

Following Data entry we will request justification for all forced times and pattern requests
No Time Requested

Add A Forced Time Request

In the drop-down menu of “Time Requests” select “Forced Time(s)”

A menu will appear



Day: Select a “Day” from the drop-down menu

Start Time: Select a “Start Time” from the two drop-down menu
The first drop-down menu is the hour, the second is the half-hour

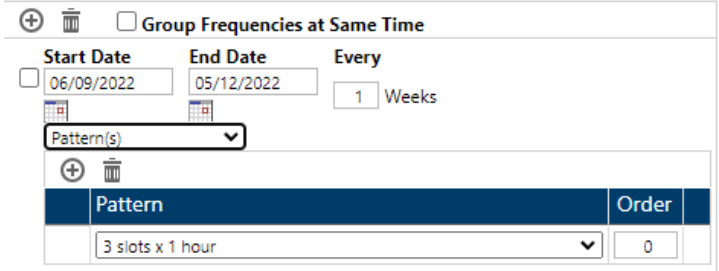
End Time: Select an “End Time” from the two drop-down menu
The first drop-down menu is the hour, the second is the half-hour

Click **Save**

Add a Pattern Request

Under Start Date select “Pattern(s)” from the drop-down menu

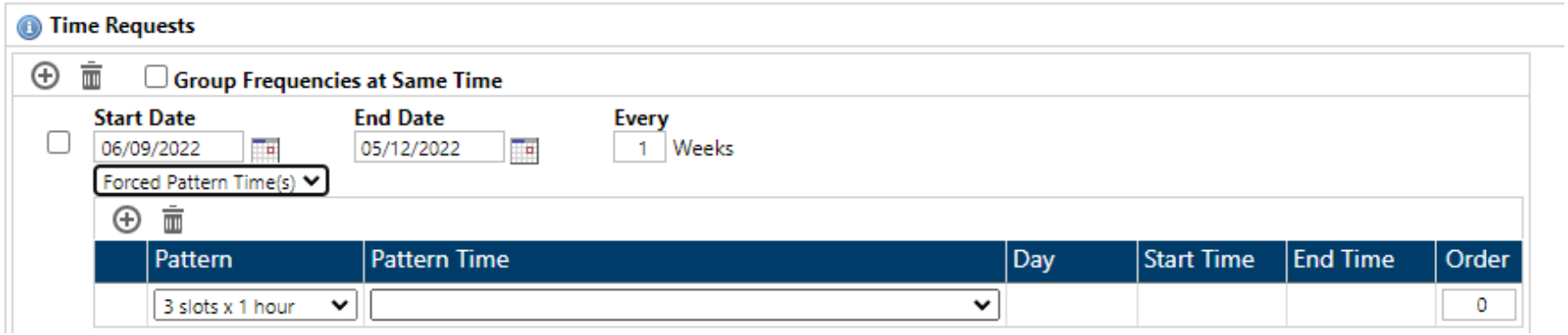
From the “Pattern” drop-down list select a pattern option



Add a Forced Pattern Time(S)

In the drop-down menu of “Time Requests” select “Forced Pattern Time(s)”

A menu will appear



Pattern: Select an option from the drop-down menu

Pattern Time: Select a pattern you want to follow
Example: 001 - M 8:30 AM-9:30 AM (1:00),T 10:30 AM-11:30 AM (1:00),R 9:30 AM-10:30 AM (1:00)

Day, Start Time, End Time: Will be filled out based on “Pattern Time” selection

Order: This field is not used for timetabling and can be disregarded

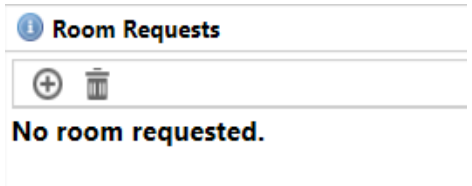
Click **Save**

Room Requests

Room Request is empty to by default for a new delivery

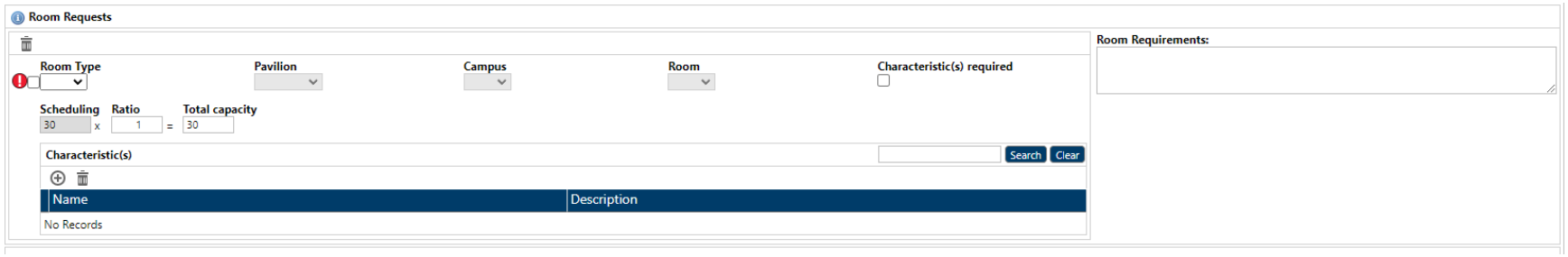
You can only add one room per delivery

If multiple rooms are needed you need to add the delivery for each room



Click the icon in the **Tool Bar Menu** for Room Requests

You will see this screen



Room Type: Select a “Room Type” and an option from the drop-down list that meets your requirements
Once done the “Pavilion” (Pavilion is the building) and “Room” will be clickable

> **Note**: *For Room Types L (lab), Y (departmentally owned) and AL (active learning) you must select which room from the drop-down menu*

Pavilion: Select an option from the Pavilion drop-down menu

Room: You can only fill this in if a Forced Room Request

Room Requirements: The requirements field is a notes field where departments can enter text

IMPORTANT: Use Ratio to request rooms smaller than the enrolment.

Ratio: NEW for 2023-24 If the room required is smaller than enrolment, enter this information a ratio.

For example. Enrolment=100, 4 rooms at 25 needed, enter 4 deliveries each with .25 ratio.

Scheduling		Ratio		Total capacity
100	x	0.25	=	25

Note: *Any Ratio greater than 1 will be changed to 1 prior to scheduling.*

Characteristics: Characteristics such as Blackboards, Document Cameras, etc., are optional.
***As of September 2021, any room of 80 seats or greater capacity will have lecture capture/streaming and a digital connection. Lecture capture/streaming allows the recording of lectures to a USB drive or streaming to the Queen's streaming service.

When finished selecting click Ok

Click **Save**

Add a Forced Room Request

You can only do a "Force Room Request" for L (Lab), Y (departmentally owned), or AL (active learning) rooms

Room Type: Select L (Lab), Y (departmentally owned) or AL (active learning) "Room Types"

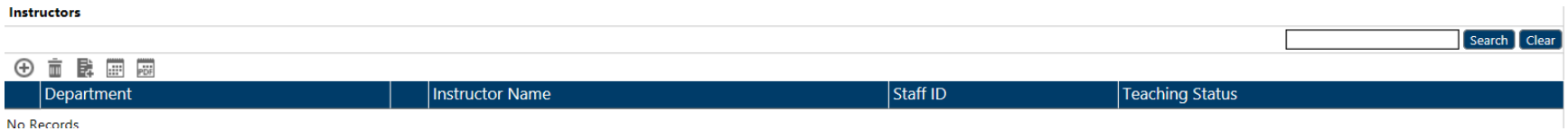
Pavilion: Select the building that the room belongs in from the drop-down

Room: Select the room number from the drop-down

Click **Save**

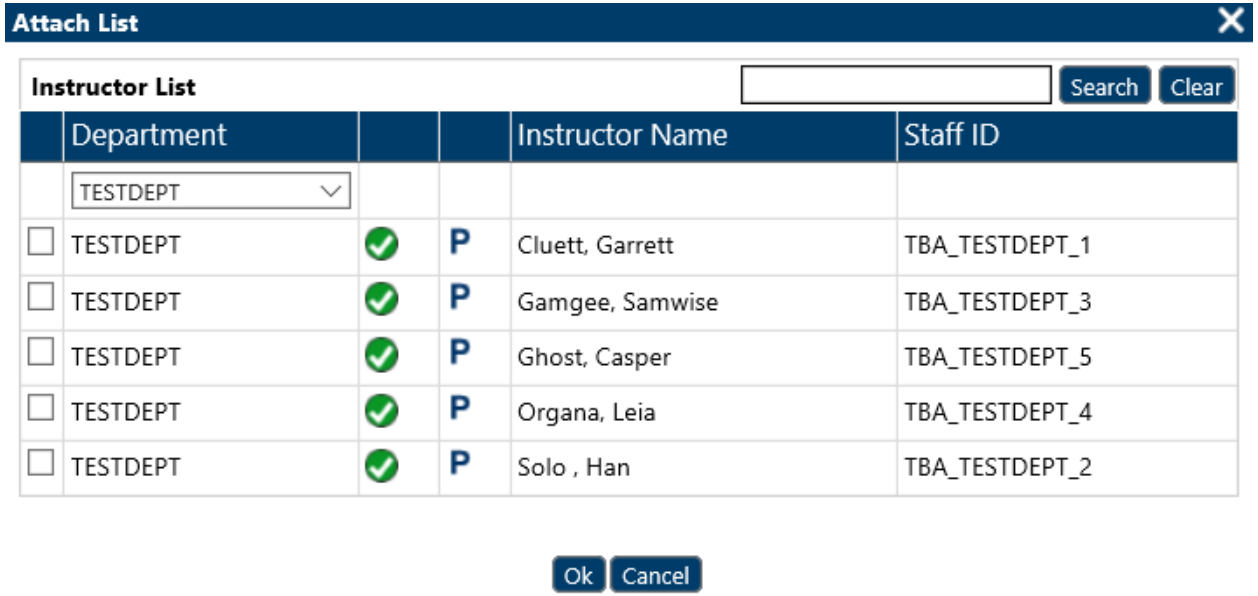
Add Instructor(s) To Course

Scroll to the bottom of the "Component Editing Page" for "Instructors"



Click the icon in the **Tool Bar Menu**

A window will appear with a list of your instructors



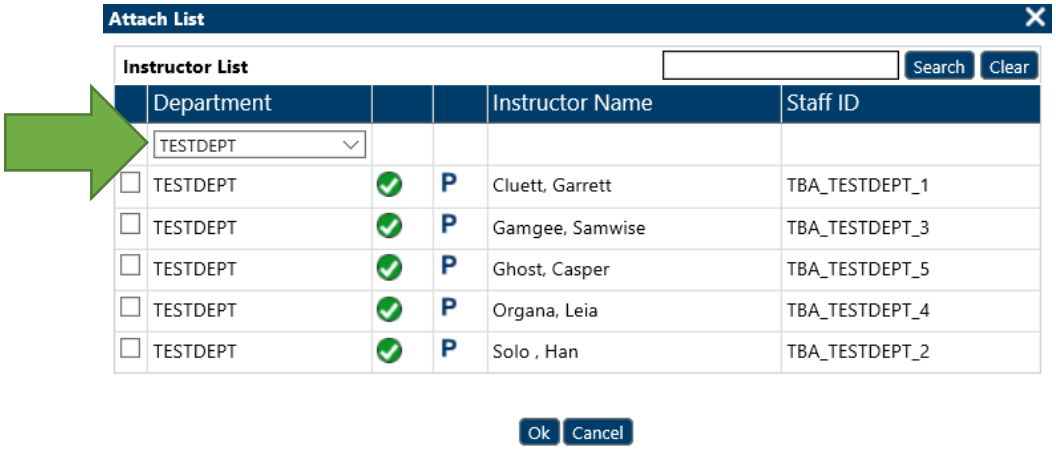
Note: *You can use the search bar if needed to find an instructor*

Select the checkbox beside the Instructor(s)

Click Ok

To Add Instructor from a Different Department

Click the icon in the Instructor **Tool Bar Menu**
Change the department from the drop-down menu

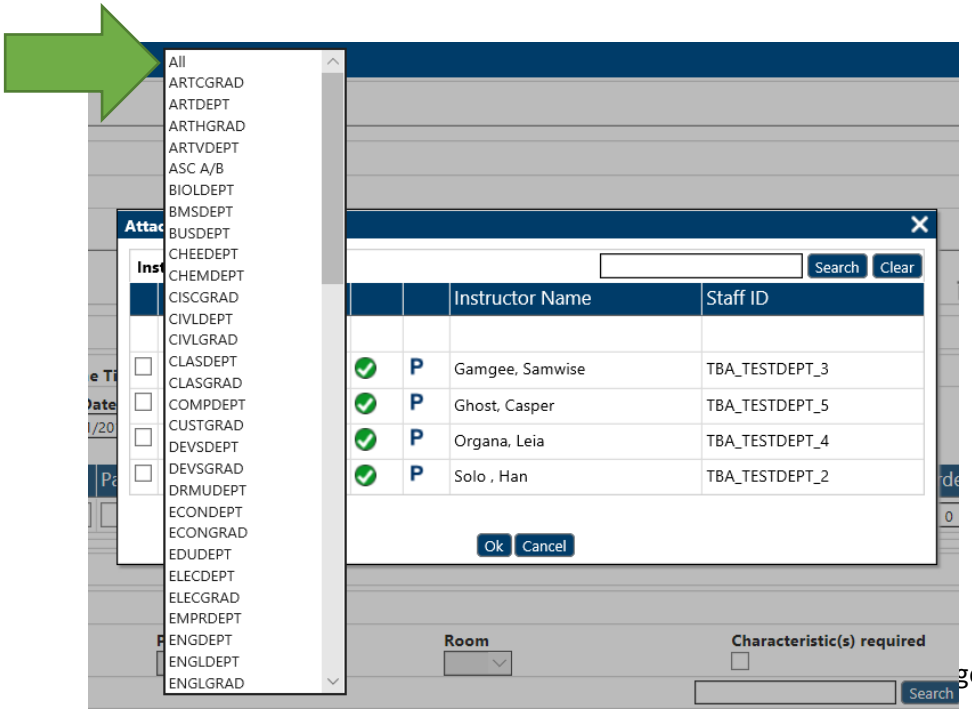


Select "All" to see all department instructors

Use the Search Bar to find an Instructor

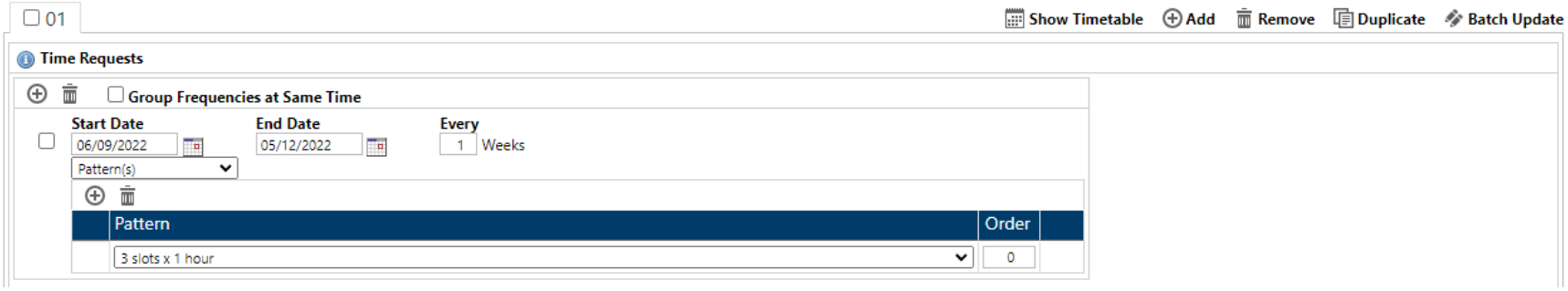
Select the checkbox beside the Instructor

Click Ok



Change Delivery

Time Requests



"Start Date" & "End Date": Can be changed by selecting either the text or the icon beside it

Every "X" Week: This indicates whether the course meetings will repeat every week (1), every other week (2), etc.

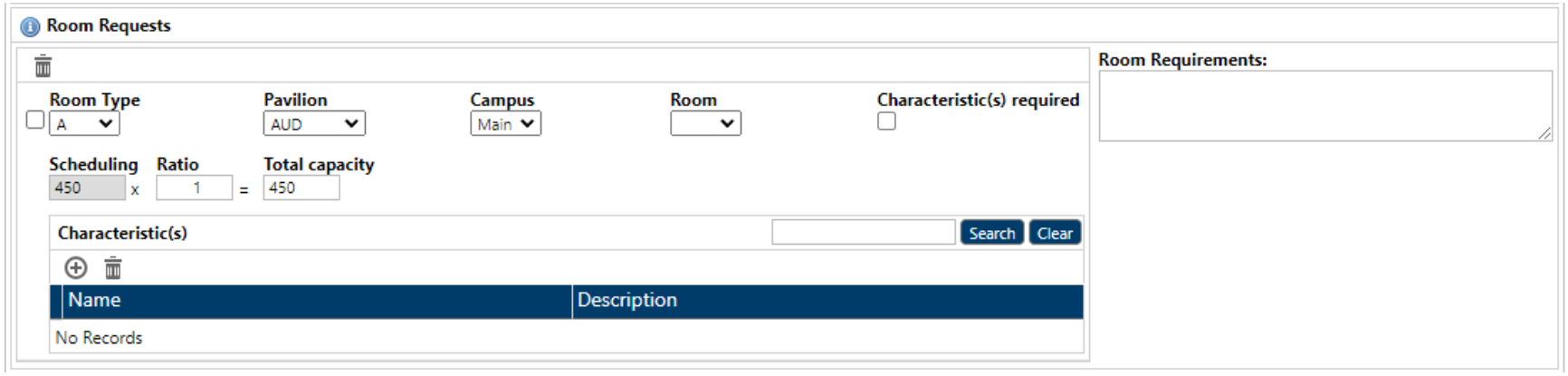
Pattern(s): Select an option from the drop-down list underneath the Start and End date

Forced Pattern Time(s): University Timetabling Committee (UTC) approval required
Following Data entry we will request justification for all forced times and pattern requests
Pattern(s): Select a pattern from the drop-down list
e.g. 2 slots x1 hour, 3 slots x1 hour, etc
Forced Time Pattern(s): UTC approval required
Following Data entry we will request justification for all forced times and forced pattern requests
No Time Requested

Room Request

To Change your "Room Request"

Select a “Room Type” and an option from the drop-down



Select an option from the Pavilion drop-down menu

Note: *For room types L (lab), Y (departmentally owned) and AL (active learning) you must select which room from the drop-down menu*

Room Requirements: You can only have one room per delivery
If more than a room is needed, add other deliveries accordingly

Characteristics: Characteristics are optional

When finished selecting your characteristics click Ok

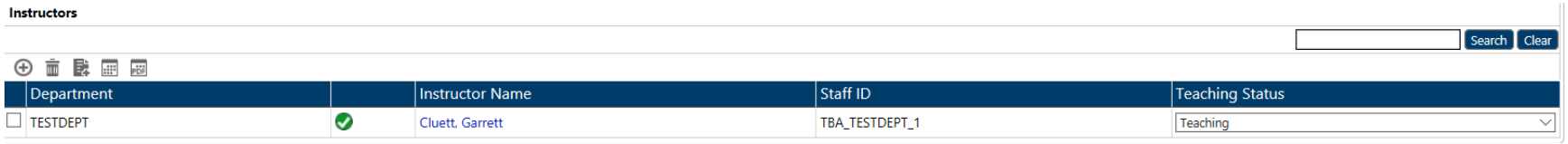
Click **Save**

Instructor

To change the Instructor(s)

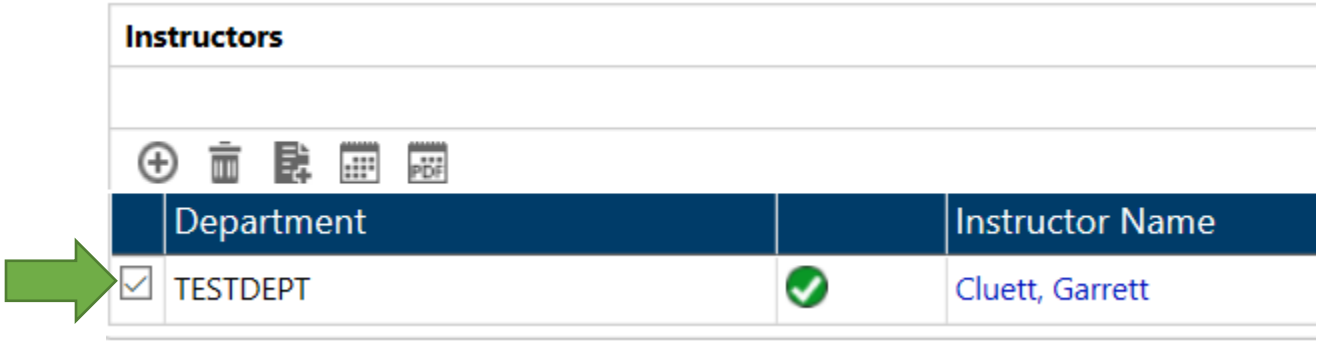
Scroll to the bottom of the “Component Editing Page” for “Instructors”

In the Instructor panel, you will see a list of the Instructors connected to this Component



You can add more instructors by clicking in the **Tool Bar Menu**

You can delete instructors by clicking the checkbox beside the instructor you want to remove



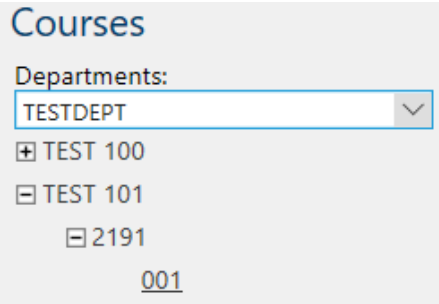
Then click in the **Tool Bar Menu**

Click **Save**

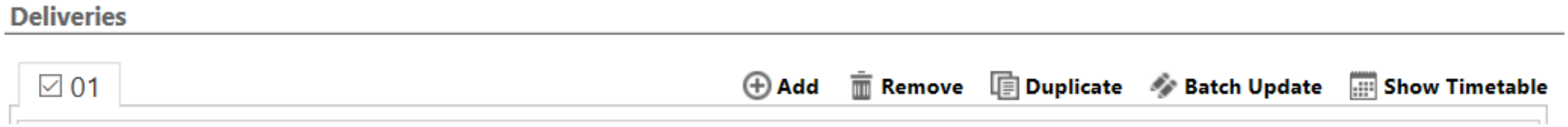
Delete a Delivery

To delete a delivery, go to the “Component Editing” screen

Course – Section – Component



Under “Deliveries” select the empty checkbox beside the delivery you want to delete



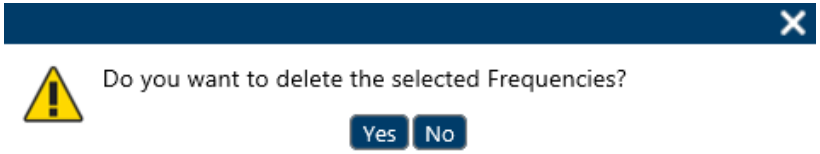
Click the icon in the “Deliveries” **Tool Bar Menu**

Click **Save**

Delete a Time Request

Click the checkbox beside the “Time Request”

Click in the **Tool Bar Menu** and you will see this screen

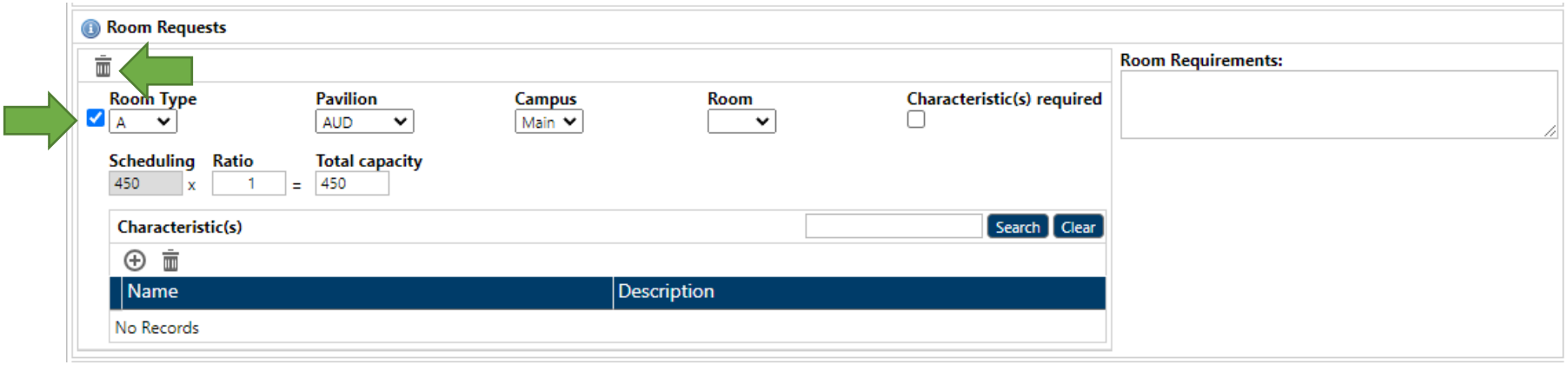


Click Yes

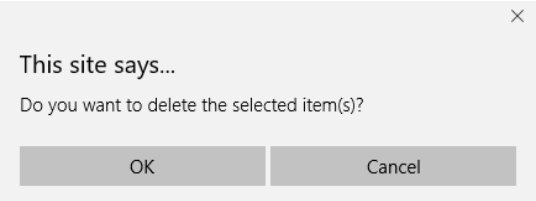
Click **Save**

DELETE A ROOM REQUEST

Click the checkbox beside the “Room Request”



Click the icon in the **Tool Bar Menu** and you will see this screen



Click Ok

Click **Save**

Delete a Room Characteristic(s)

Click the checkbox beside the "Characteristic"

Click in the **Tool Bar Menu**

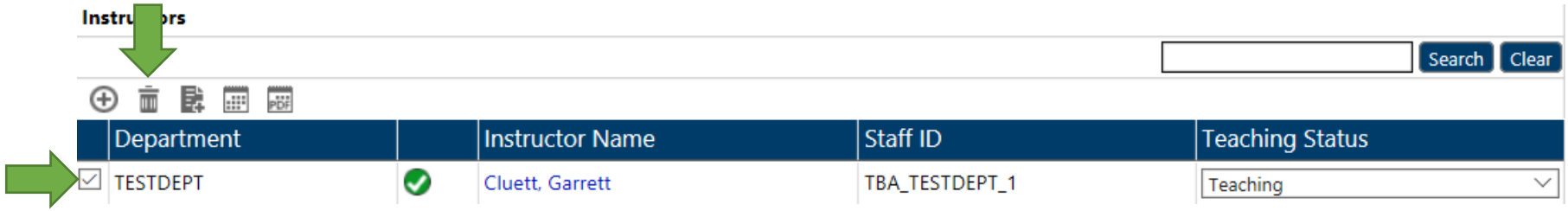
You will be prompted with a pop-up window

Click Ok to complete the deletion process

Click **Save**

Delete an Instructor

Click the checkbox beside the "Instructor"



Click the icon in the "Instructor" **Tool Bar Menu**

You will be prompted with a pop-up window

Click Ok to complete the deletion process

Click **Save**

COMPONENT GROUPS

Overview

Course components may need to be scheduled at the same time, this is referred to as a group.

Groups may be at the same time and room, or at the same time different rooms, the same time different rooms alternating weeks or the same time same room alternating weeks.

It is understood that creating groups can be tricky, please contact the office for assistance if needed.

Home > Component Group List

COMPONENT GROUP LIST

1 2 3 4 5 ... Search Clear Show: 10

Expanded View

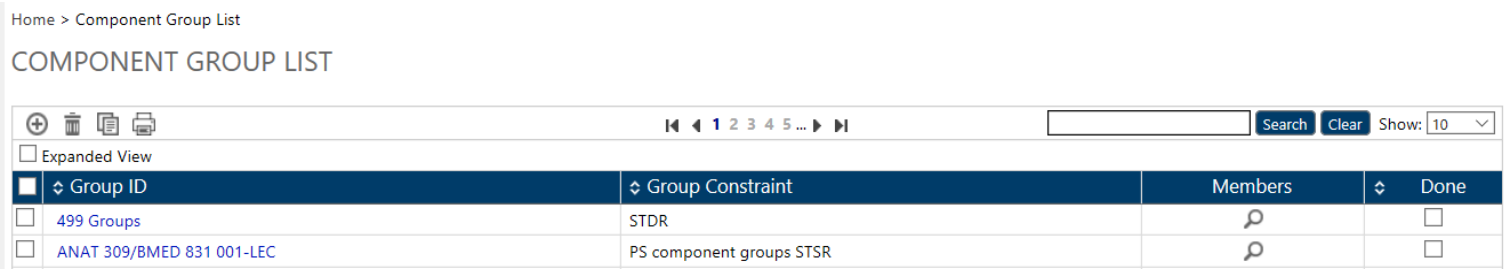
Group ID	Group Constraint	Members	Done
499 Groups	STDR		
ANAT 309/BMED 831 001-LEC	PS component groups STSR		
ANAT 309/BMED 831 002-LAB	PS component groups STSR		
ANAT 312/BMED 812 001-LEC	PS component groups STSR		
ANAT 312/BMED 812 002-LAB	PS component groups STSR		
ANAT 416/BMED 816 001-LEC	PS component groups STSR		
ANAT 417/BMED 817 001-LEC	PS component groups STSR		
APSC 100 103/800 LEC	STSR		
APSC 100A - LAB GROUP 0	PS component groups STSR		
APSC 100A - LAB GROUP 1	PS component groups STSR		

849 records

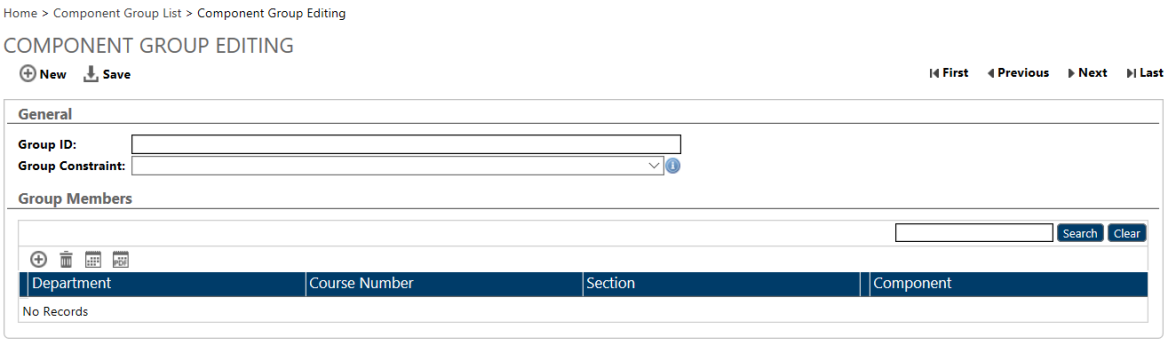
Add a Component Group

Select "Component Groups" in the **Navigation Pane**

Click the icon in the **Tool Bar Menu**



Fill in the Fields

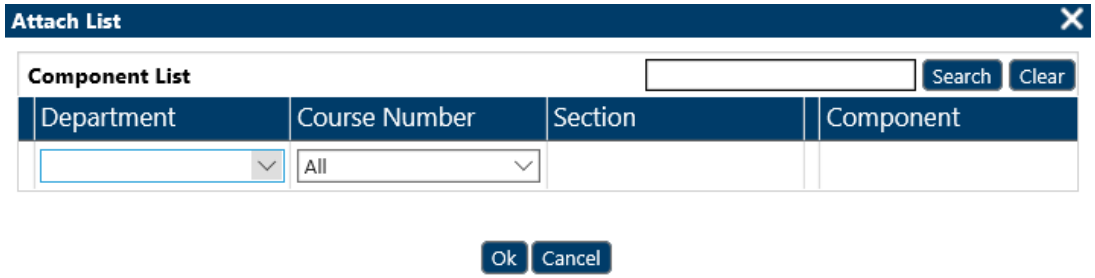


Group ID: Fill in *Course Number/ Course Number2, Component #, Component Type*
Example: ANAT 309/BMED 831 001-LEC
Group Constraint: Select an option from the drop-down list
PS Component groups, STSR – PS Component groups STSR
STDR – Same Time, Different Room
STDR (Alt) – Same Time, Different Room – Alternating Week
STSR – Same Time, Same Room
STSR (Alt) – Same Time, Same Room – Alternating Week

Group Members

Click the ⊕ icon in the **Tool Bar Menu** under Group Members

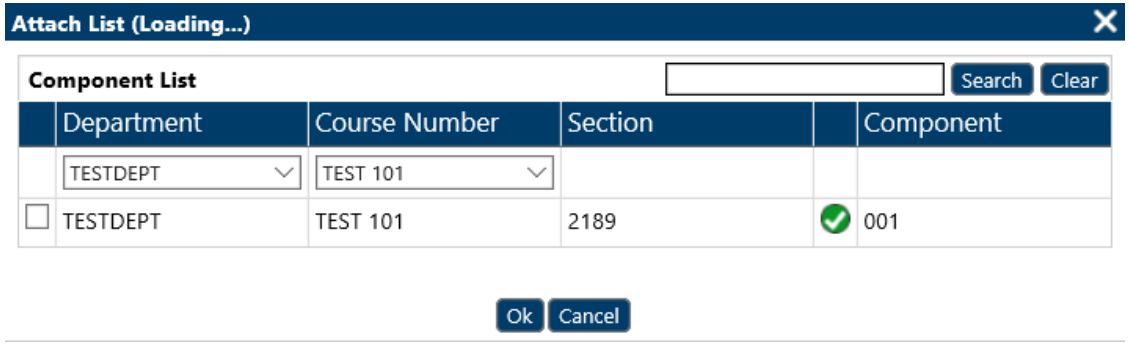
You will see this screen



Add Department: You are able to choose any department

Course Number: Select the Course/Component you want

Click Ok



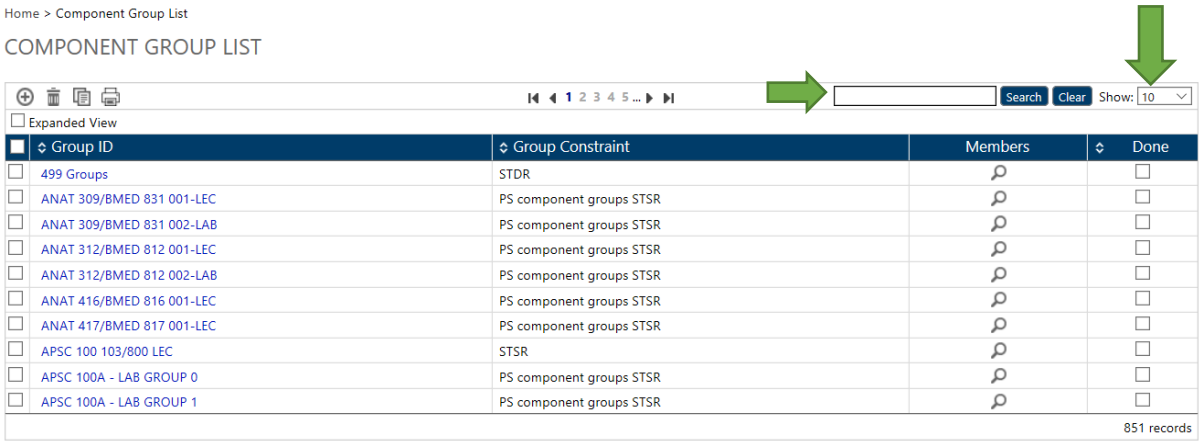
Edit a Component Group

Select “Component Groups” in the **Navigation Pane**

In the **Tool Bar Menu** use the Search Bar to locate groups based on your department

In the **Tool Bar Menu** select the “Show All” option in the “Show” drop-down menu

Click the group you want to make changes to



You will be taken to the “Component Group Editing” screen

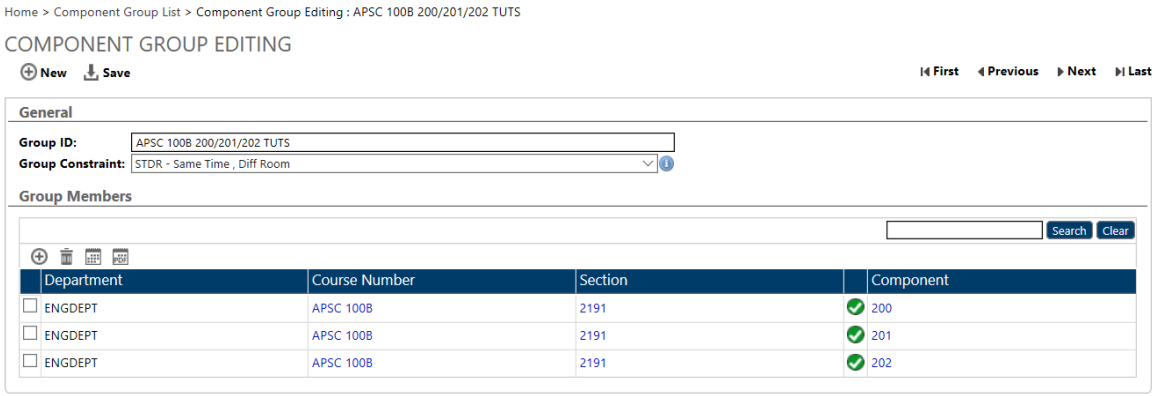


TABLE OF CONTENTS

Group ID: Change as needed, follow this format:
Fill in *Course Number/ Course Number2, Component #, Component Type*
Example: ANAT 309/BMED 831 001-LEC

Group Constraint: Change as needed

GROUP MEMBERS

You can Add or Remove group members from here

To Add: Click the icon in the **Tool Bar Menu**
Follow steps in the "Add a Component Group" section

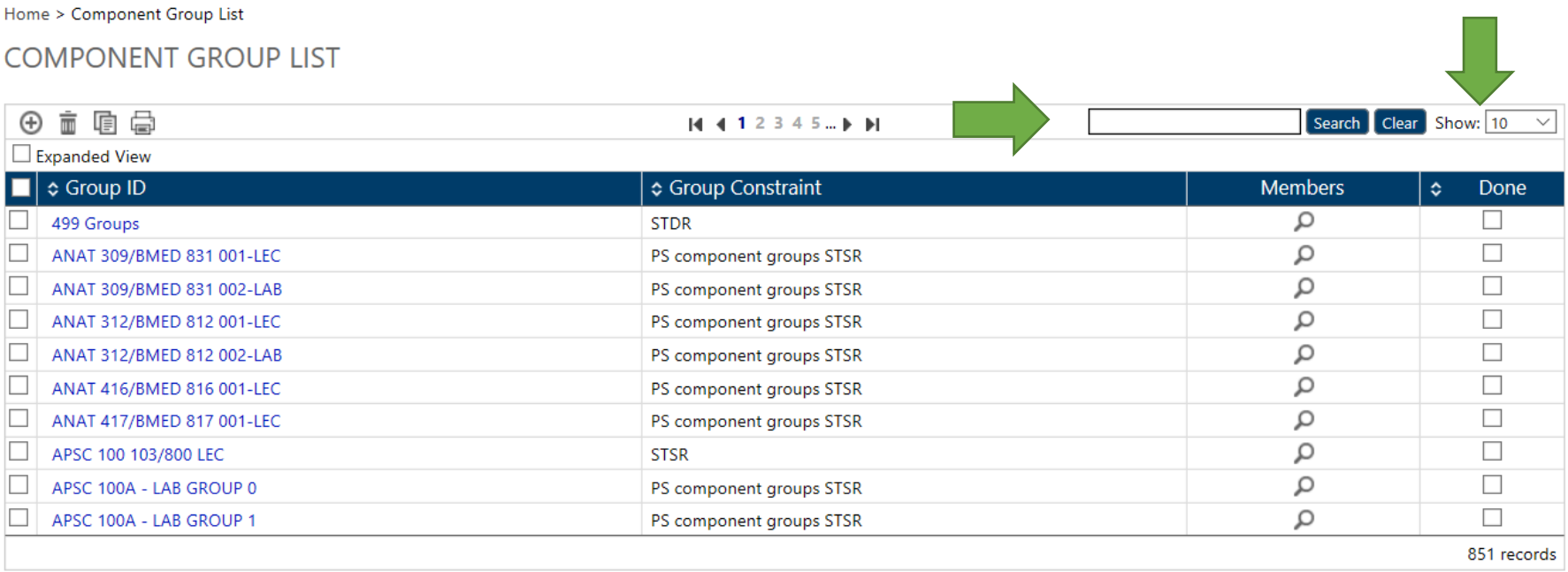
To Remove: Click the empty checkbox beside the Course Name then click the icon in the **Tool Bar Menu**

Delete a Component Group

Select “Component Group” from the **Navigation Pane**

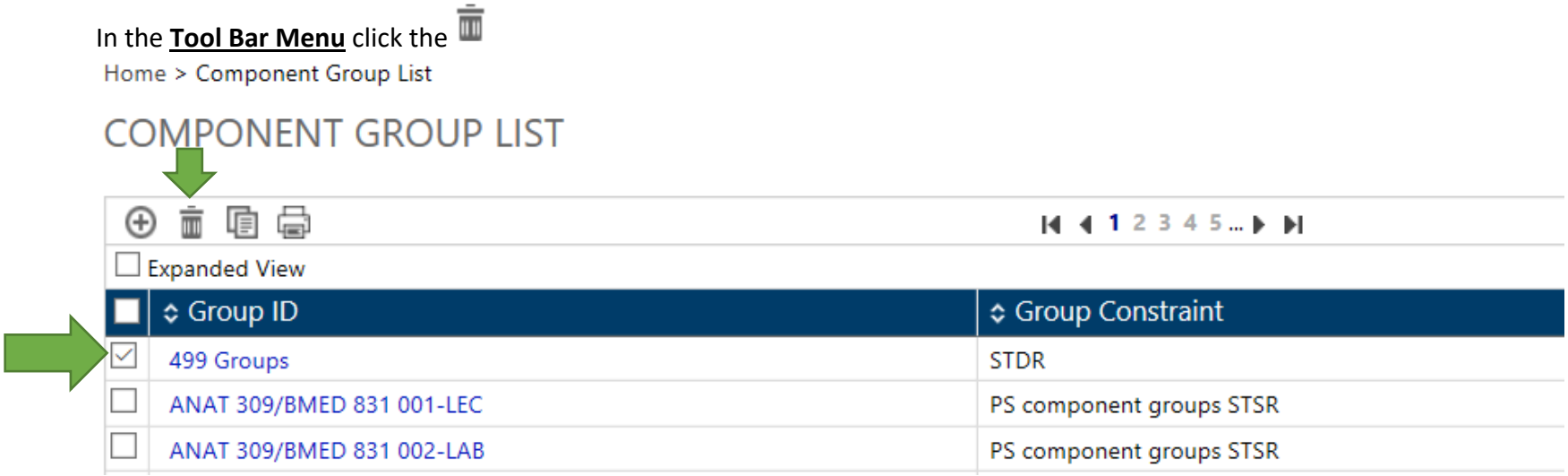
In the **Preview Pane** **Tool Bar Menu** use the Search Bar to find your department

In the **Tool Bar Menu** select “Show All” from the drop-down menu in “Show”



Click the checkbox beside the “Component Group” you want to delete

In the **Tool Bar Menu** click the



The Component Group is now deleted

DELIVERY GROUPS

Overview

A delivery group is created when…

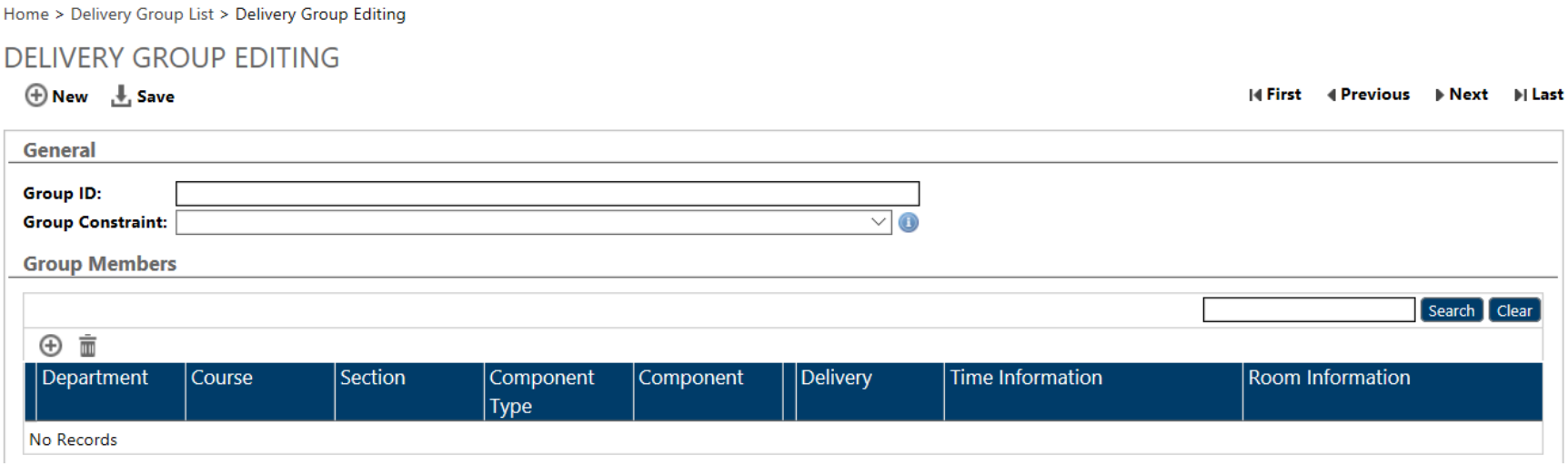
- There are multiple instructors teaching a component, and each instructor teaches different dates. Delivery should be created for each instructor & their teaching dates.
- The teaching dates should not overlap. Those deliveries need to be grouped "same time same room" (STSR) to ensure they schedule at the same time in the term.
    - E.g. ENGL499, 2189, 001, LEC, 01, 2018/09/06 to 2018/10/26, Instructor: Testy McTest
      AND ENGL499, 2189, 001, LEC, 02, 2018/10/27 to 2018/12/07, Instructor: Shiny McStar
    - Delivery 01 and 02 need to have a delivery group. Name of that group ENGL499 001 LEC 01 & 02. The group type is STSR.
- More than one room is required for a component. There can only be one room per delivery, so multiple deliveries need to be created based on the number of rooms required. The type of group for this is the same time different room (STDR).
    - E.g. FREN399, 2189, 001, LEC, 01, 2018/09/06 to 2018/12/07, *KINGST pavilion, DC room type*, instructor: Testy McTest
      AND FREN399, 2189, 001, LEC, 01, 2018/09/06 to 2018/12/07, *ELLIS pavilion, AL room type, Ellis 319 room*.
    - Delivery 01 and 02 need to have a delivery group. Name of that group FREN399 001 LEC 01 & 02

Add a Delivery Group

Select “Delivery Groups” in the **Navigation Pane**

Click ⊕ in the **Tool Bar Menu**

You will see this screen



Fill in the Fields

Group ID: Fill in *Course Number/ Course Number2, Component #, Component Type, delivery # course 1/delivery # course 2*

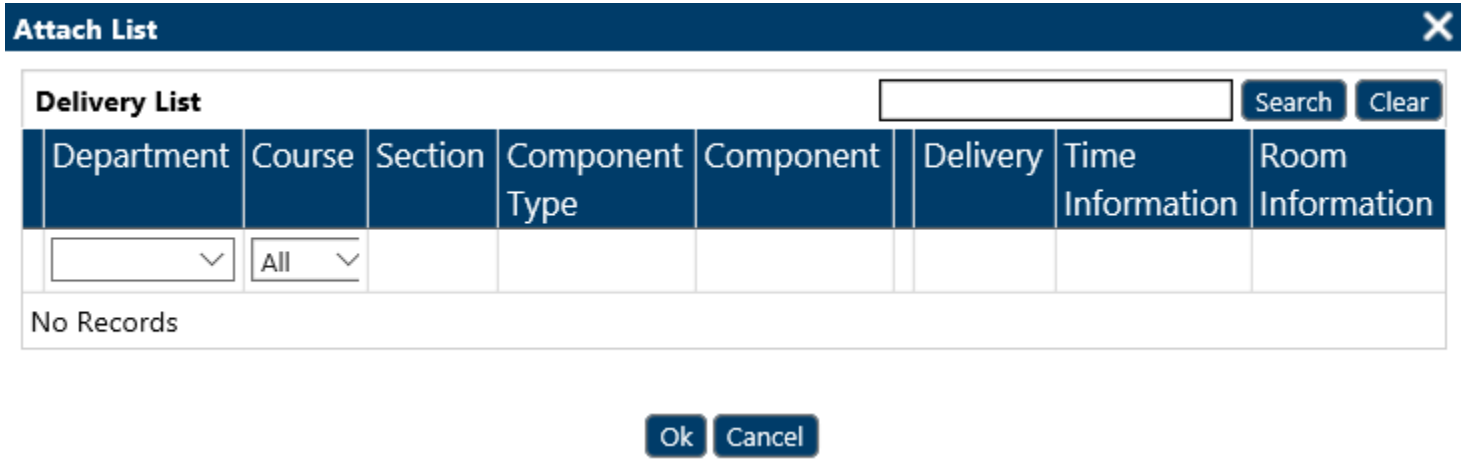
Example: ANAT 309/BMED 831 001-LEC 01/01

Group Constraint: Select an option from the drop-down list
STDR – Same Time, Different Room
STDR (Alt) – Same Time, Different Room – Alternating Week
STSR – Same Time, Same Room
STSR (Alt) – Same Time, Same Room – Alternating Week

Group Members

Click the ⊕ in the **Tool Bar Menu** under "Group Members"

You will see this screen



Add Department: Add your department

Course Number: Select the Course/Component you want

Click **Save**

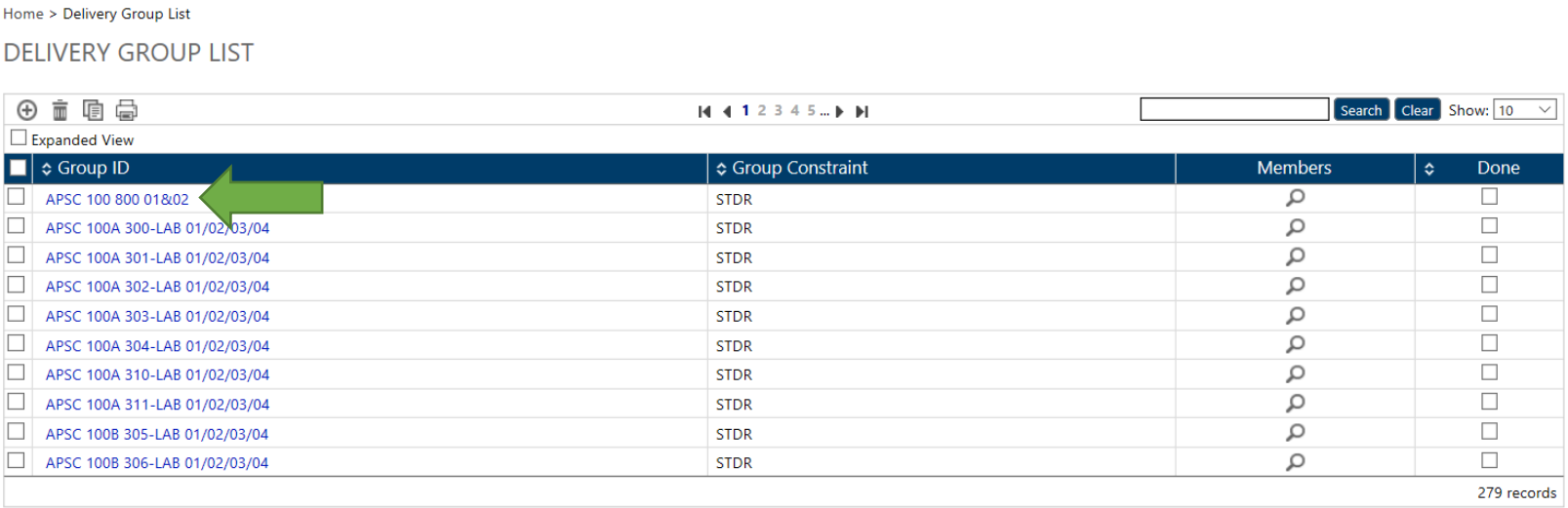
Change a Delivery Group

Select “Delivery Groups” in the **Navigation Pane**

In the **Tool Bar Menu** use the Search Bar to locate groups based on your department

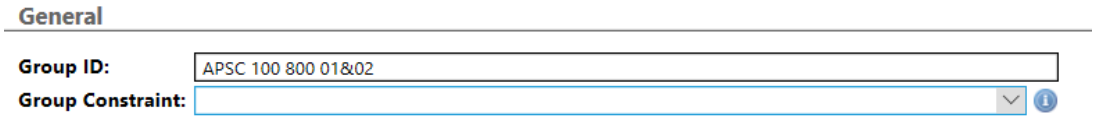
In the **Tool Bar Menu** select the “Show All” option in the “Show” drop-down menu

Click the group you want to make changes to



You will be taken to the “Delivery Group Editing” screen

Group ID: This should not be changed unless the group members also change



Group Constraint:
STDR – Same Time, Diff Room
STDR (ALT) – Same Time, Diff Room – Alt Wk
STSR – Same Time & Room
STSR (ALT) – Same Time & Room – Alt Wk

GROUP MEMBERS

Under the tab “Group Members” select the department you want to edit

To do this click the Course Number under “Course”

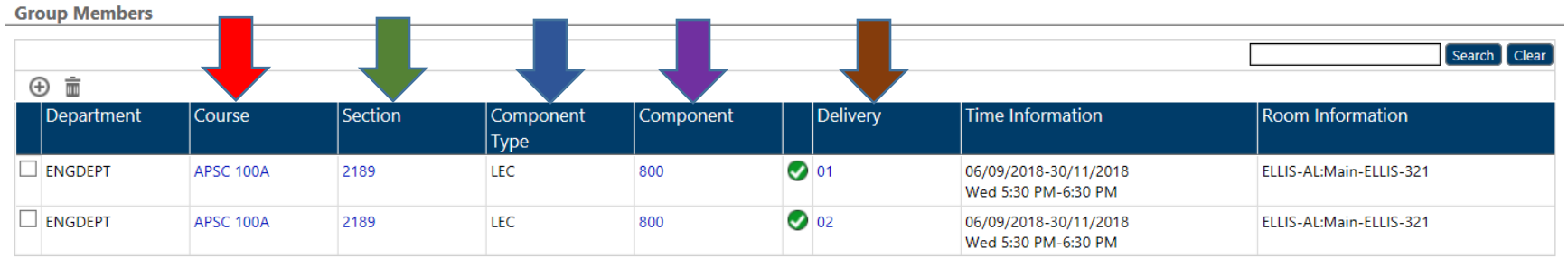
The Section Under “Section”

The Component Type under “Component Type”

The Component under “Component”

Or the Delivery under “Delivery”

Make changes as needed



Click **Save**

Delete a Delivery Group

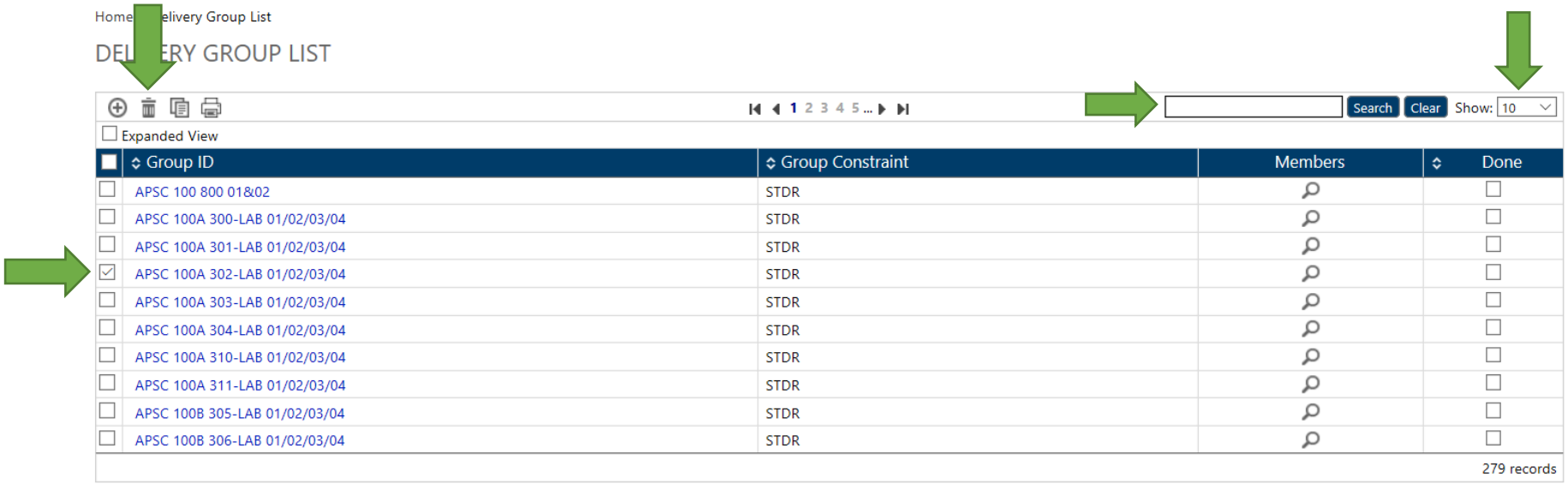
Select “Delivery Groups” from the **Navigation Pane**

In the **Preview Pane** **Tool Bar Menu** use the Search Bar to find your department

In the **Tool Bar Menu** select “Show All” from the drop-down menu in “Show”

Click the checkbox beside the “Delivery Group” you want to delete

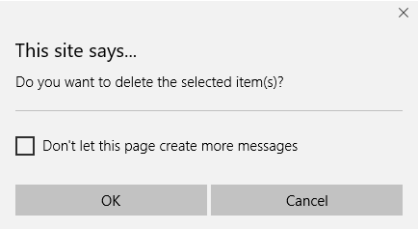
In the **Tool Bar Menu** click the icon



You will see a pop-up window

Click Ok

The Delivery Group is now deleted



VIEW GROUP ERRORS

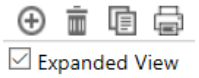
Overview

For component or delivery groups to be valid, the two parts of the group (both components or both deliveries) must have identical room and time requests. You will see group errors if the room and/or time requests do not match. The expanded view is the easiest way to find Group Conflicts.

Expanded View is the easiest way to find Group Conflicts

Component Groups

Go to “Component Groups” in the **Navigation Pane**



In the **Tool Bar Menu** click “Expanded View”

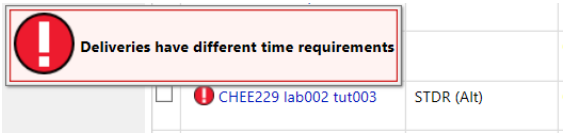
In the **Tool Bar Menu** type your department in the “Search Box”

In the **Tool Bar Menu** under the “Show” tap, select “All” from the drop-down menu

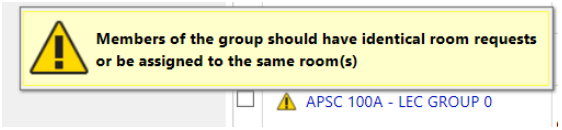
Scroll through the list looking for errors signs

There are two types of errors signs:

: Time Error



: Room Error



Solve problems

Delivery Groups

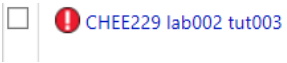
Go to “Delivery Groups” in the **Navigation Pane**

In the **Tool Bar Menu** click “Expanded View”

In the **Tool Bar Menu** type your department in the “Search Box”

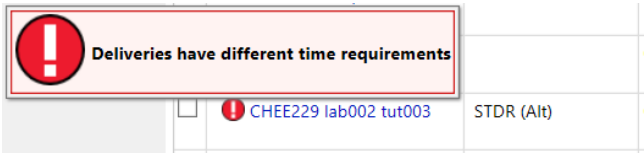
In the **Tool Bar Menu** under the “Show” tap, select “All” from the drop-down menu

Scroll through the list looking for errors signs

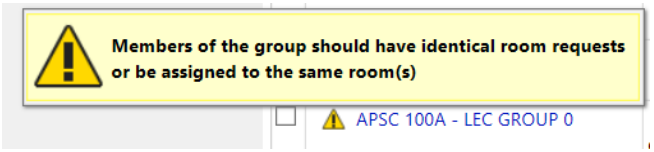


There are two types of errors signs:

: Time Error



: Room Error



Solve problems

COURSE COMBINATIONS

Overview

Course combinations is a process used to schedule courses conflict-free.

It is primarily used for courses that will be part of the block registration process. The timetabling office will let you know if you should be entering course combinations.

Please contact us if in doubt.

Home > Course Combination List : ARTDEPT

COURSE COMBINATION LIST : ARTDEPT

1 Search Clear Show: 10

Expanded View

Course Combination ID	Description	Academic Block Type	Number of Students	Courses	Done
test		APSC	1		

1 records

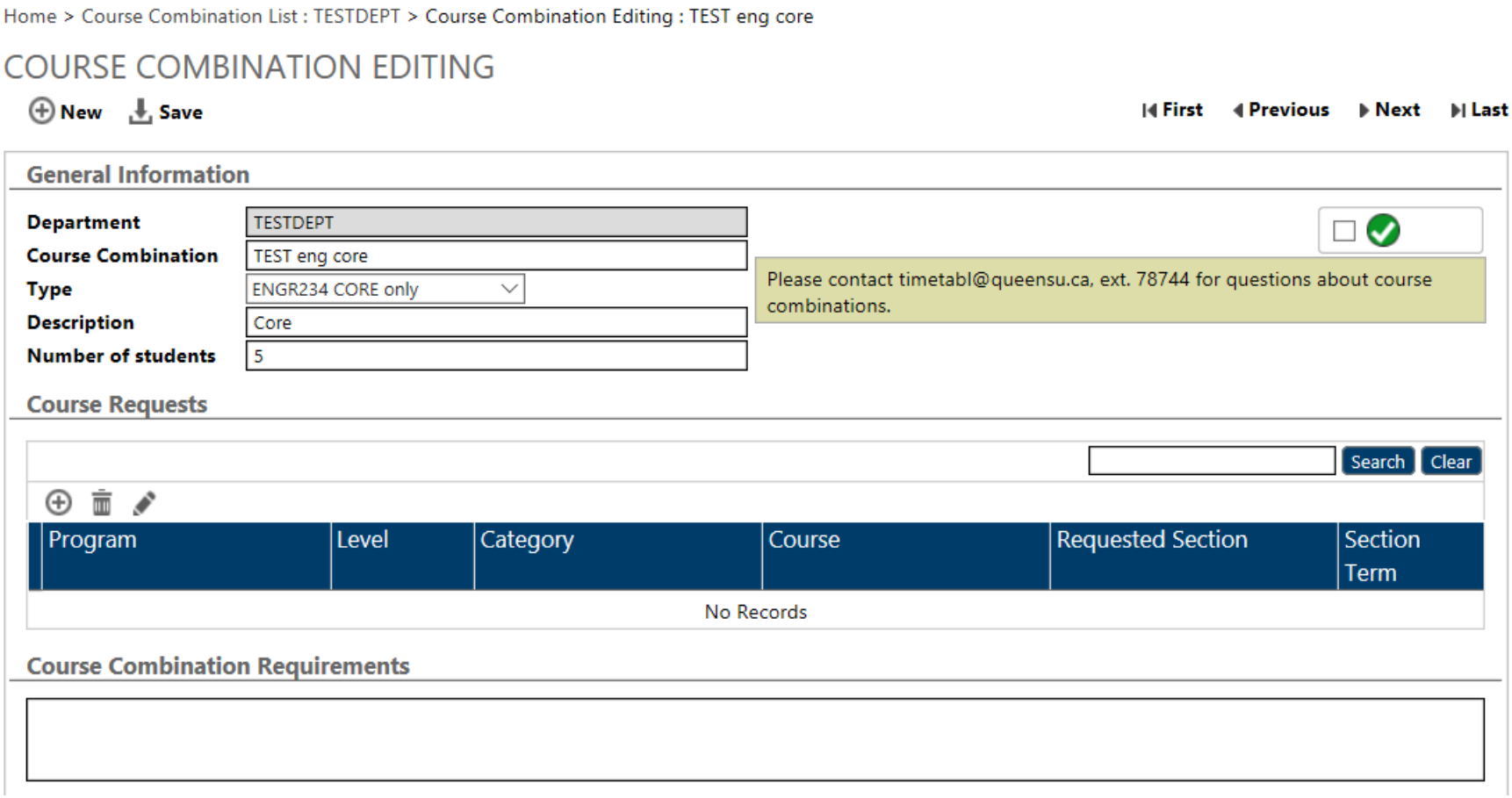
Add a Course Combination

Select “Course Combination” from the **Navigation Pane**

In the **Preview Pane** click ⊕ in the **Tool Bar Menu**

This will take you to the “Course Combination Editing” screen

Fill in the fields



Department: Will be automatically filled with your department

Course Combination: Fill in Program, Level, Sub-plan

For example: CHEE-M-BSE 2CHE1
Red = Program
Blue = Level
Green = Sub-plan

Type: Select an option from the drop-down list (Block Reg, Course Combo No Block Reg, ENG234 Core Only, ENG234 Tech Elec Only)

Block Reg: Select this if the course combination is used for block registration

Course Combo No Block Reg: Select this if course combinations are used to schedule conflict-free, but no block registration of students

Note: *Limited to ASC Year 1, BCHM Y3 and BIOL Y3 only*

ENG234 Core Only: Select this for upper-year engineer programs core courses

ENG234 Tech Elec Only: Select this for upper-year engineering programs technical elective requirements

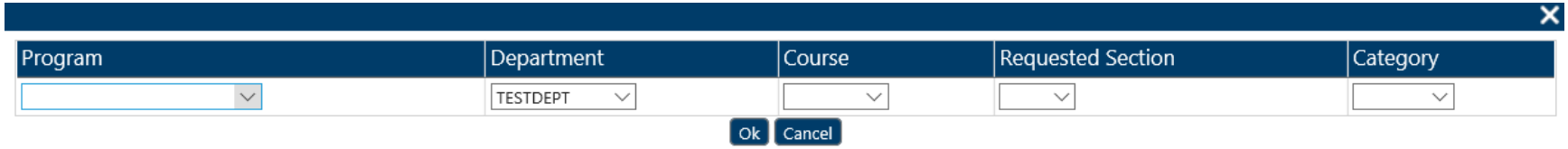
Description: Leave blank

Number of Students: Estimated numbers of students who will take this exact combination of courses

Course Requests

Click in the **Tool Bar Menu** in "Course Requests"

You will see this screen



Program: Select the Program from the drop-down menu
If a new program is required, please contact timetabling

Department: By default, your department will be selected but you can choose others from the drop-down list

Course: List of courses from the department selected above

Requested Section: Pick a term that corresponds to course

Note: *This is only useful for courses that are offered in both terms*

Category: Choose Core, Elective, or OptCore

CHANGE A COURSE COMBINATION

Select “Course Combination” from the **Navigation Pane**

In the **Preview Pane** click the “Course Combination” you would like to change

Home > Course Combination List : CHEMDEPT

COURSE COMBINATION LIST : CHEMDEPT

Search Clear Show: 10

Expanded View

Course Combination ID	Description	Academic Block Type	Number of Students	Courses	Done
ENCH-M-BSE 2NIL	Core	ENGR234 CORE only	1		
ENCH-M-BSE 3NIL	Core	ENGR234 CORE only	1		
ENCH-M-BSE 3NIL Tech A	3 ENCH Tech A	ENGR234 Tech Elec ONLY	1		
ENCH-M-BSE 3NIL Tech B	3 ENCH Tech B	ENGR234 Tech Elec ONLY	1		
ENCH-M-BSE 4NIL	Core	ENGR234 CORE only	1		
ENCH-M-BSE 4NIL Tech A	4 ENCH Tech A	ENGR234 Tech Elec ONLY	1		

6 records

Make changes only if necessary in “General Information”

General Information

Department TESTDEPT

Course Combination TEST eng core

Type ENGR234 CORE only

Description Core

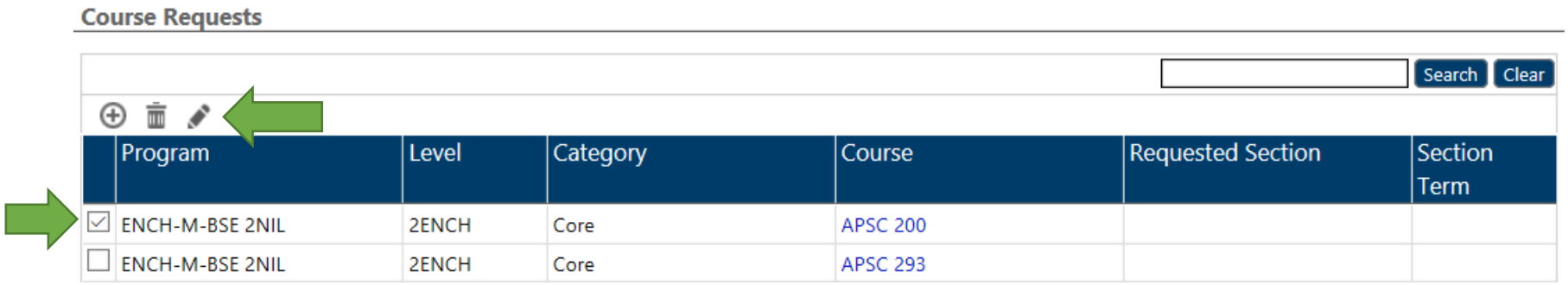
Number of students 5

Please contact timetabl@queensu.ca, ext. 78744 for questions about course combinations.

Course requests

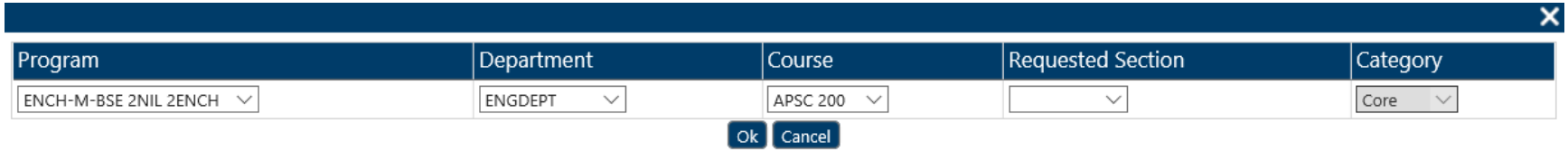
Click the checkbox beside the course you want to edit

Note: *Only one course can be selected at a time*



In the **Tool Bar Menu** click the icon

You will see this screen



Make changes

Note: *Category cannot be changed on this screen*

To change category, you need to delete the course then re-add it

Click Ok

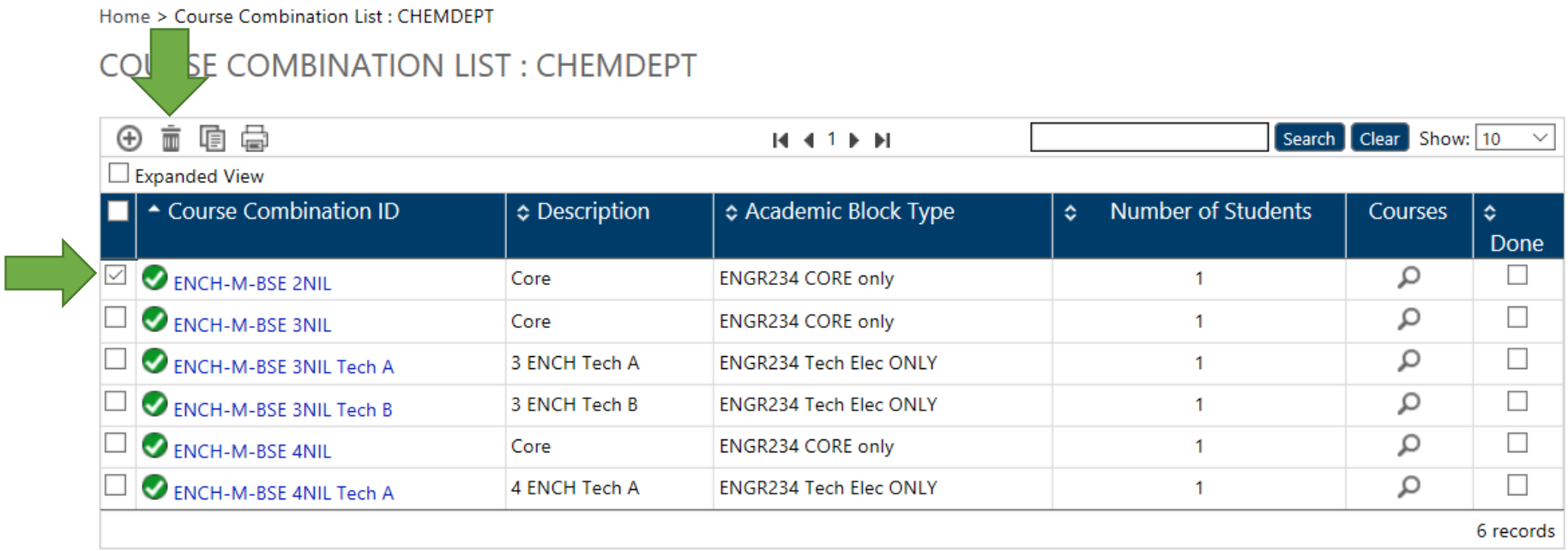
Click **Save**

Delete a Course Combination

Select “Course Combination” from the **Navigation Pane**

Click the checkbox next to the Course Combination

In the **Tool Bar Menu** click the icon



A screen will appear asking “Do you want to delete the selected item(s)?”

Click Ok

It is now deleted

ACADEMIC BLOCKS

Overview

An academic block is a set of courses that are to be scheduled conflict-free with each other.

There are four types of academic blocks:

APSC – 1st YEAR ENGINEERING: Used for year one engineering only.

APSCJsection: Used for year one engineering only

As much as poss. Conflict free: Select this if you want as many components conflict-free as possible with no guarantee they will all be conflict-free

Conflict free required: Select this if you want all components conflict-free

Home > Academic Block List : TESTDEPT

ACADEMIC BLOCK LIST : TESTDEPT

1 2 3 4 5 ... Search Clear Show: 10

Expanded View

Identification	Description	Type	Components	Size	Unavailabilities	Done
100 engl				0	-	
1st YR BIOL102 Labs	West Sch			0	-	
1st YR BIOL103 Labs	West Sch			0	-	
1st YR CHEM112 Labs	West Sch			0	-	
1st YR MATH121 TUTS	West Sch			0	-	
1st YR PHYS117 Labs	West Sch			0	-	
1st YR SCI LEC				0	-	
2CHE1 TEST				0	-	
300 LEVEL				0	-	
400 LEVEL SEMINARS				0	-	

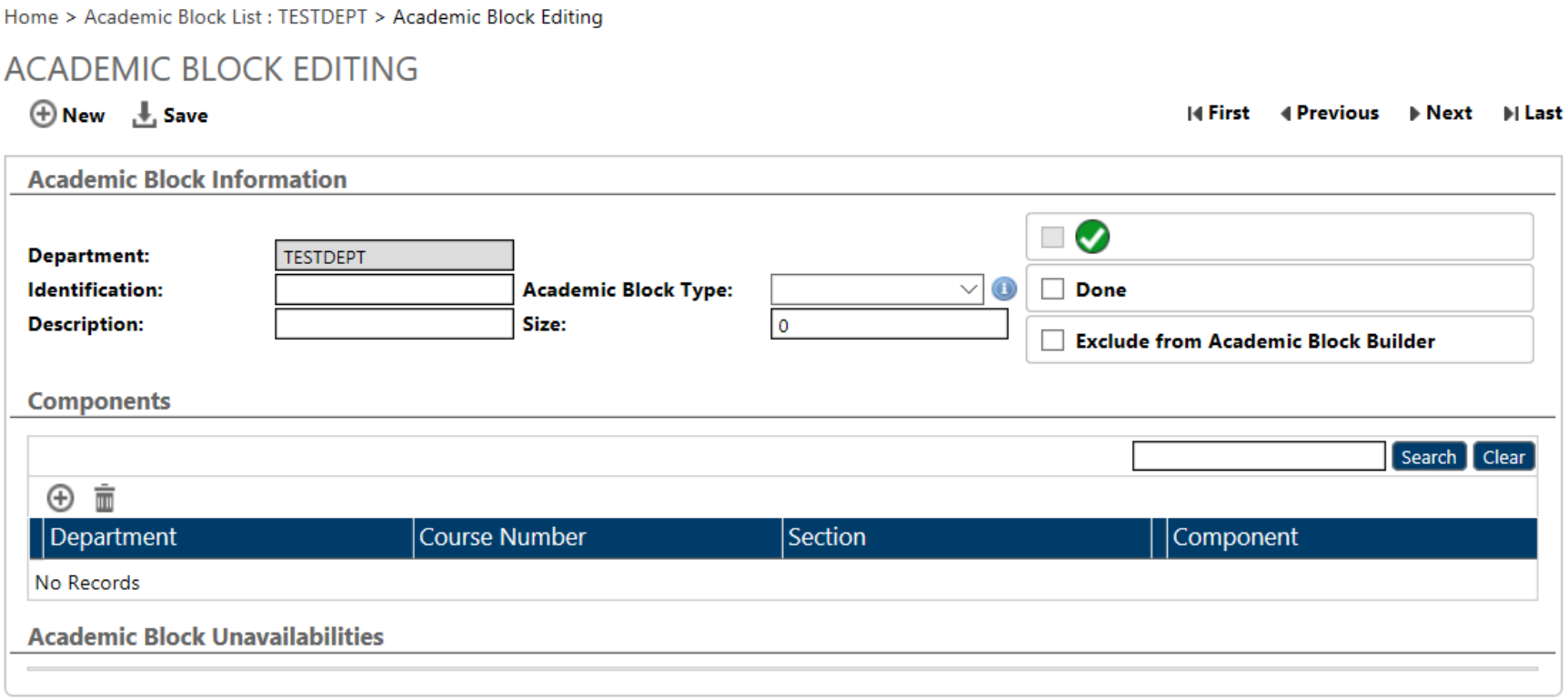
87 records

Add an Academic Block

Select “Academic Block” from the **Navigation Pane**

Click ⊕ symbol in the **Tool Bar Menu**

Note: *Academic Block Unavailabilities is not editable field and should be*



Fill in the Fields

Identification: Should match the program or group of students who need to take this combination of components conflict-free

Course Specific = Course(s) # / Component # / Program Level
e.g. ENGL 200 001 2Y

Identification: Test 100 001 1Y

Program Specific = Level / Program
e.g. Y3 ENGL

Identification: Y3 ENGL

Description: Leave Blank

Academic Block Type: Select an option from the drop-down menu, there are four to choose from

APSC: Specific to first-year engineering only

APSCJsection: Specific to first-year engineering only

As much as poss. conflict-free: Select this if you want as much conflict-free as possible, but not guaranteed to be everything

Conflict free required: Select this if you want everything in the academic block conflict-free

Size: Do not edit this field, timetabling will complete at a later date

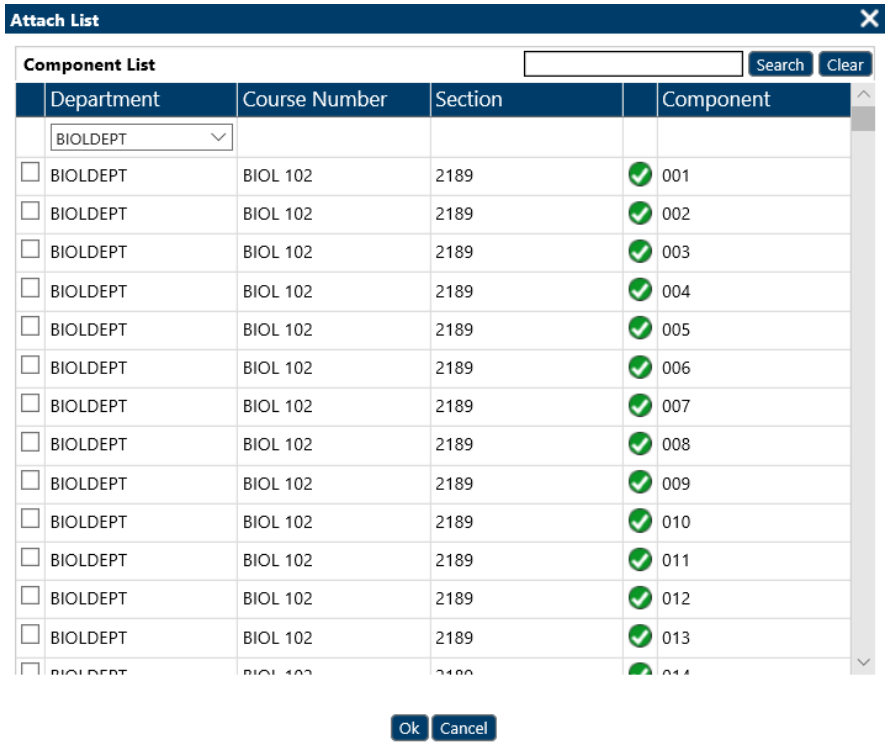
Click **Save**

Add A Component

Add a Component to the Academic Block

Click the ⊕ Components **Tool Bar Menu**

A screen will appear



Select the Courses from this list as needed

Click Ok

To add multiple departments you have added them one at a time

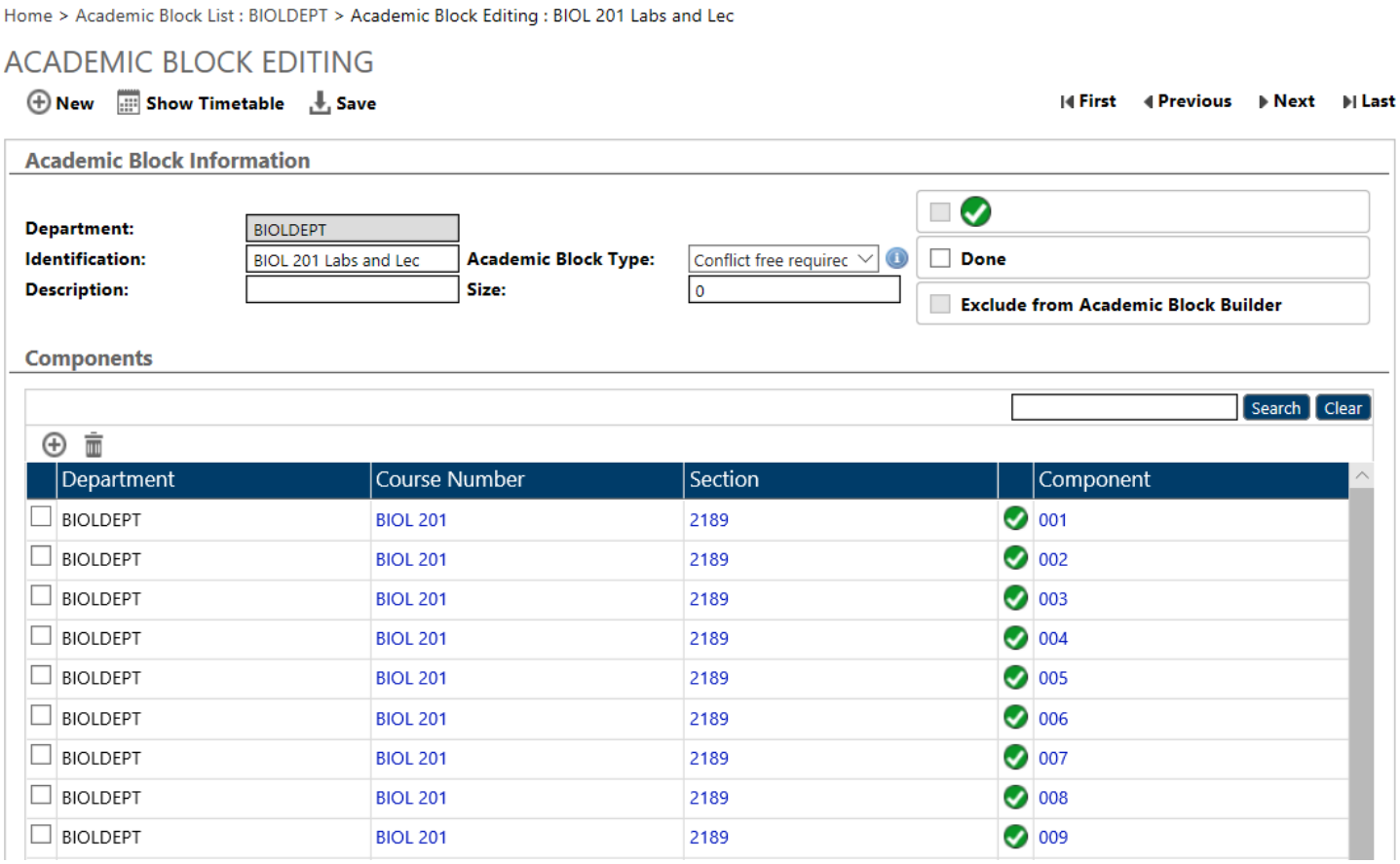
Click **Save**

Change an Academic Block

Click “Academic Blocks” in the **Navigation Pane**

Within the **Navigation Pane** select the block you want to edit from the list

You will be taken to the “Academic Block Editing” screen

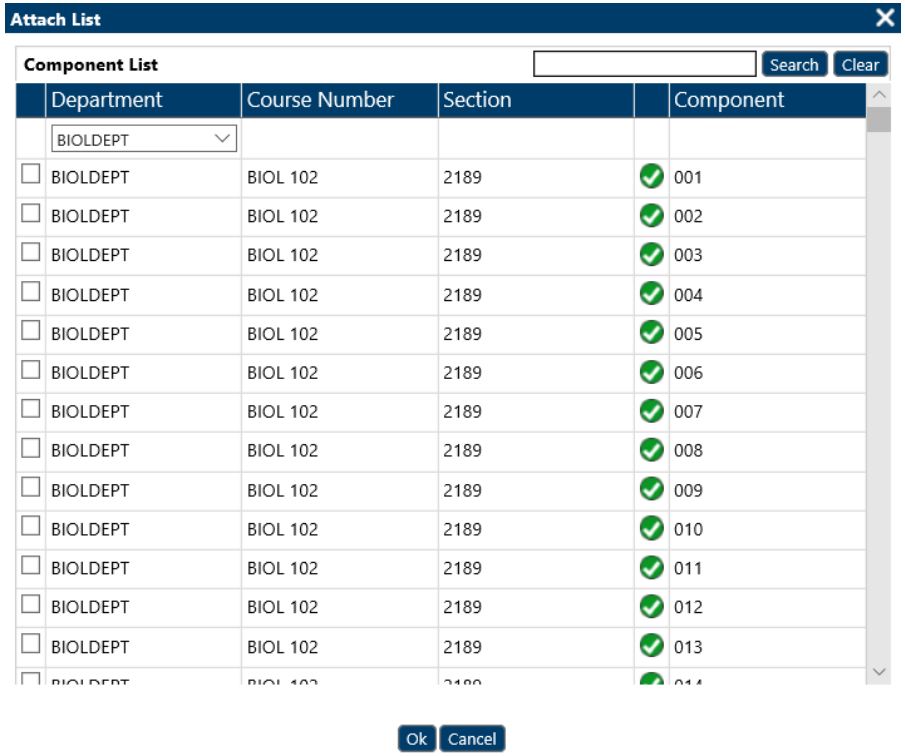


Change fields as needed fields in “Academic Block Editing”

Changing Components

To add click the icon

You will see this screen



Add Components by clicking the checkbox beside the department name

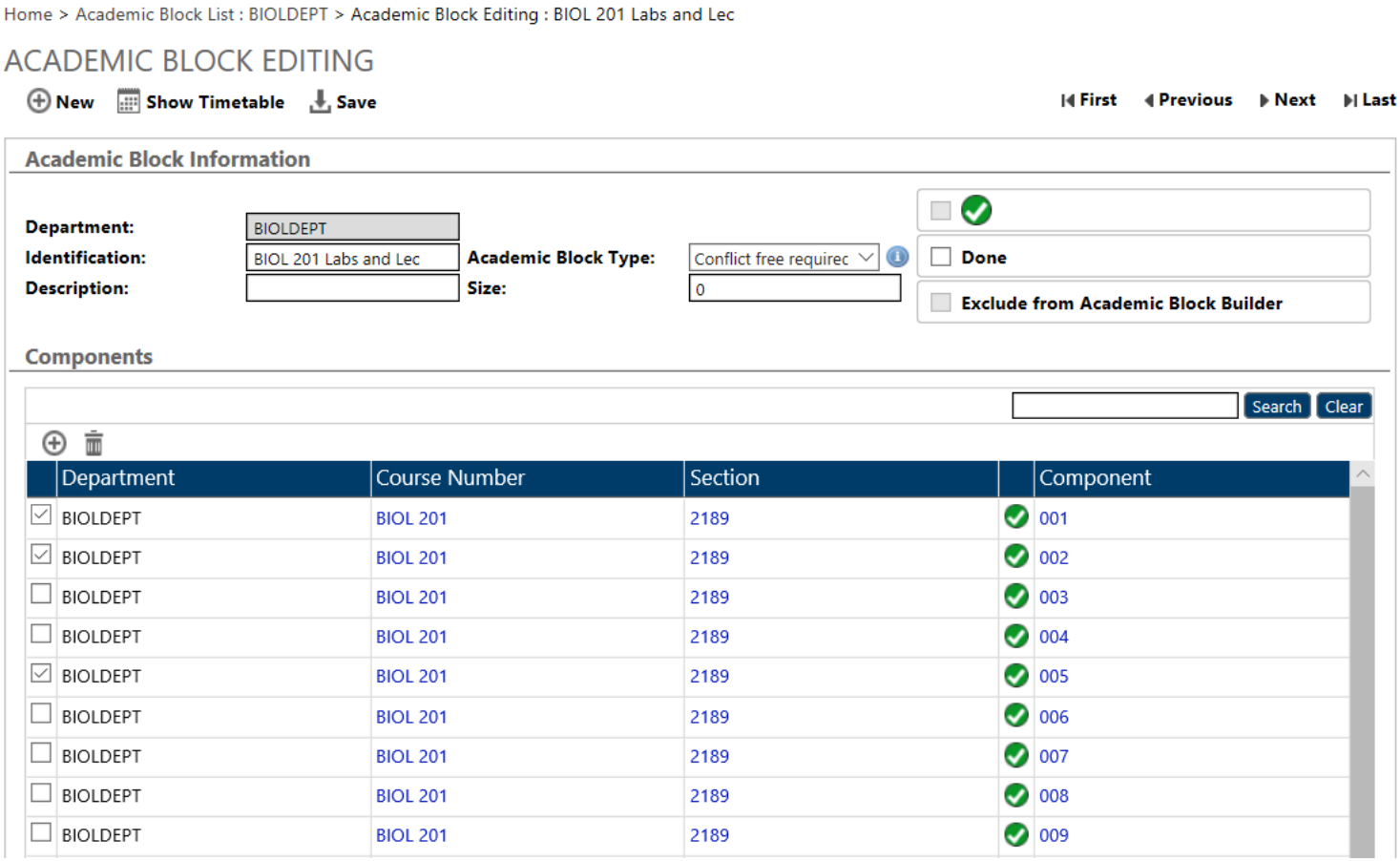
Click Ok

Click **Save**

Removing Components

To remove Components from an “Academic Block”

Click the empty checkbox beside the component(s) in the “Academic Block Editing” screen



Then click the icon in the **Tool Bar Menu**

Click **Save**

Delete an Academic Block

Select “Academic Block” in the **Navigation Pane**

Click the empty checkbox in the **Preview Pane**

Home > Academic Block List : BIOLDEPT

ACADEMIC BLOCK LIST : BIOLDEPT

1 2 3 4 Search Clear Show: 10

Expanded View

Identification	Description	Type	Components	Size	Unavailabilities	Done
BIOL 201 Labs and Lec		Conflict free required		0	-	
BIOL 201, 205, 243 CHEM281		Conflict free required		0	-	
BIOL 202 LEC and LABS		Conflict free required		0	-	
BIOL 205 LEC001 002 and labs		Conflict free required		0	-	
BIOL 206 LEC and LABS		Conflict free required		0	-	
BIOL 302 321 335 360 369 Fall		Conflict free required		0	-	
BIOL 302 321 369 006&007		Conflict free required		0	-	
BIOL 302 321 369 008&009		Conflict free required		0	-	
BIOL 302 LEC and Labs		Conflict free required		0	-	
BIOL 303 341 402 403 410 439 442		Conflict free required		0	-	

37 records

Click the icon in the **Tool Bar Menu**

A pop-up window will appear asking to continue

Click Ok

REPORTS

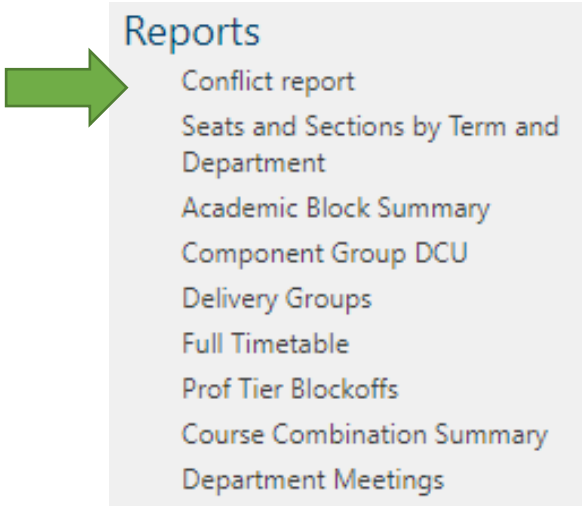
OVERVIEW

There are two kinds of reports available for your use.

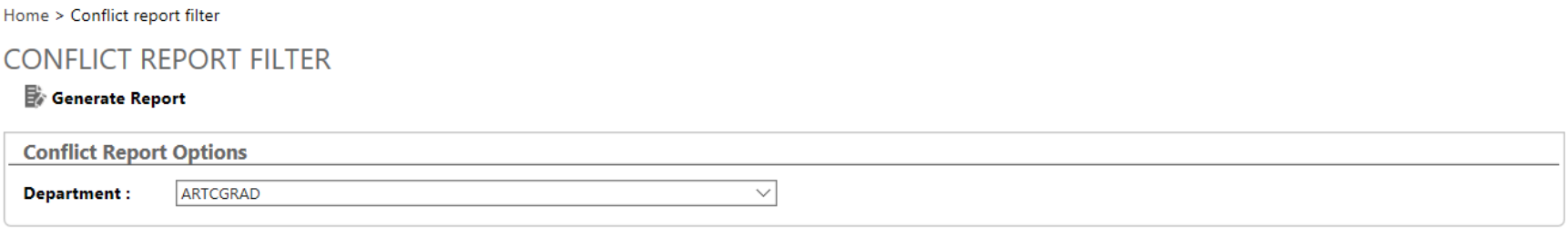
1) Those that come with the software which may be helpful for validation.
2) Queen's customized reports to help you validate your data and for your record-keeping and sign-off of annual data entry. Information about which reports are required to be emailed to timetabling for sign-off is contained in the "sign-off" section of this manual.

Conflict Report

In the **Navigation Pane** under “Reports” click “Conflict Report”

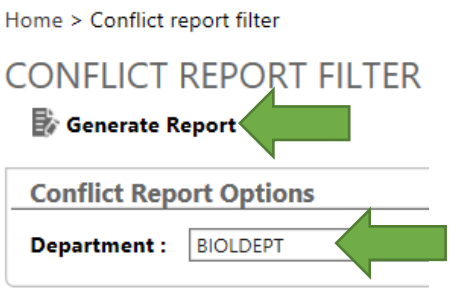


You will see this screen



Department: Select your Department

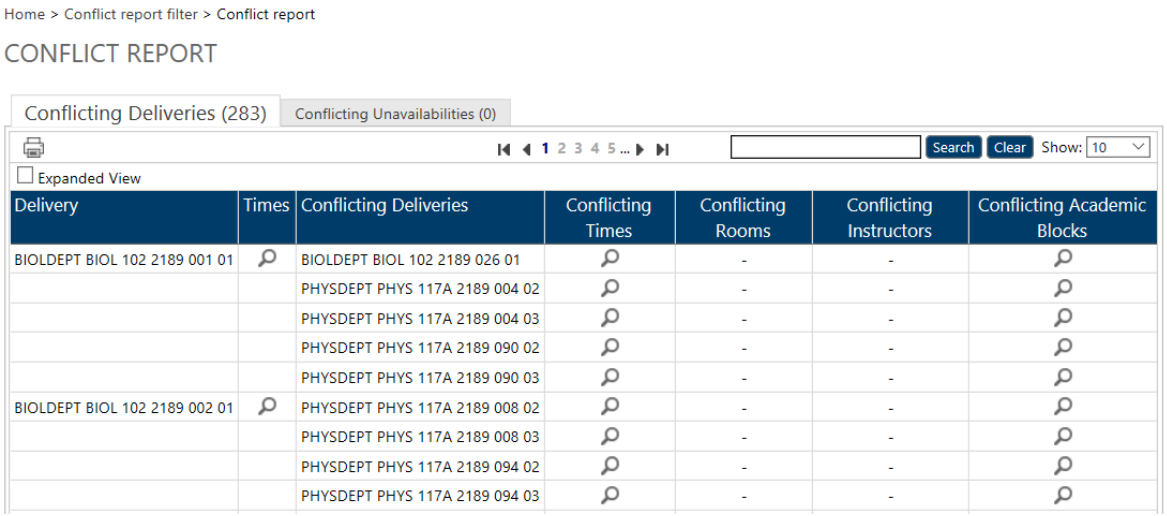
Then click “Generate Report” to see a list



You will see this screen with two tabs

Conflicting Deliveries and *Conflicting Unavailabilities*

Conflicting Deliveries:



Delivery	Times	Conflicting Deliveries	Conflicting Times	Conflicting Rooms	Conflicting Instructors	Conflicting Academic Blocks
BIOLDEPT BIOL 102 2189 001 01		BIOLDEPT BIOL 102 2189 026 01		-	-	
		PHYSDEPT PHYS 117A 2189 004 02		-	-	
		PHYSDEPT PHYS 117A 2189 004 03		-	-	
		PHYSDEPT PHYS 117A 2189 090 02		-	-	
		PHYSDEPT PHYS 117A 2189 090 03		-	-	
BIOLDEPT BIOL 102 2189 002 01		PHYSDEPT PHYS 117A 2189 008 02		-	-	
		PHYSDEPT PHYS 117A 2189 008 03		-	-	
		PHYSDEPT PHYS 117A 2189 094 02		-	-	
		PHYSDEPT PHYS 117A 2189 094 03		-	-	

Delivery: A delivery that is in conflict

Time: Time of the delivery

Conflicting Deliveries: List of deliveries in conflict with the delivery identified in the first column

Conflicting Times: List of times corresponding to the conflicting deliveries

Conflicting Rooms: If the conflict is “Room” related

Conflicting Instructors: If the conflict is “Instructor” related

Conflicting Academic Blocks: If the conflict is “Academic Block” related

Conflicting Unavailabilities: If you created component unavailability to indicate a course component should not be scheduled on a certain day/time and that component is scheduled at that day/time you will see the conflict

Home > Conflict report filter > Conflict report

CONFLICT REPORT

Conflicting Deliveries (283) | Conflicting Unavailabilities (1)

1 Search Clear Show: 10

Expanded View

Delivery	Times	Conflicting Unavailabilities	Conflicting Unavailability's Times	Conflicting Rooms	Conflicting Instructors	Conflicting Academic Blocks
BIOLDEPT BIOL 102 2189 001 01		Component Blockoff		-	-	-

1 records

Academic Block Summary

A summary of all Academic Blocks by the department that can be exported to Excel (CSV) or printed

Home > Academic Block Summary

ACADEMIC BLOCK SUMMARY

1 2 3 4 5 ... Search Clear Show: 10

Faculty ID	Department ID	Academic Block Type ID	Academic Block ID	Term ID	Course ID	Component ID	Component Type ID	Block Size
ASC	ARTDEPT	APSC	test art					0
ASC	ARTDEPT	Conflict free required	200 Level with 200 Level	2191	ARTH 212	001	LEC	0
ASC	ARTDEPT	Conflict free required	200 Level with 200 Level	2189	ARTH 214	001	LEC	0
ASC	ARTDEPT	Conflict free required	200 Level with 200 Level	2191	ARTH 215	001	LEC	0
ASC	ARTDEPT	Conflict free required	200 Level with 200 Level	2191	ARTH 228	001	LEC	0
ASC	ARTDEPT	Conflict free required	200 Level with 200 Level	2189	ARTH 231	001	LEC	0
ASC	ARTDEPT	Conflict free required	200 Level with 200 Level	2189	ARTH 253	001	LEC	0
ASC	ARTDEPT	Conflict free required	2nd Year ARTH	2191	ARTH 212	001	LEC	0
ASC	ARTDEPT	Conflict free required	2nd Year ARTH	2189	ARTH 214	001	LEC	0
ASC	ARTDEPT	Conflict free required	2nd Year ARTH	2191	ARTH 215	001	LEC	0

4045 records

Component Group DCU

A summary of all Component Groups by the department that can be exported to Excel (CSV) or printed

Home > Component Group DCU

COMPONENT GROUP DCU

1 2 3 4 5 ... Search Clear Show: 10

Department ID	Component Group ID	Group Constraint ID	Term ID	Course ID	Component ID	Component Type	Scheduling Enrollment
BIOLDEPT	BIOL 102 LAB 004 - 007	STDR	2189	BIOL 102	004	LAB	20
BIOLDEPT	BIOL 102 LAB 004 - 007	STDR	2189	BIOL 102	005	LAB	20
BIOLDEPT	BIOL 102 LAB 004 - 007	STDR	2189	BIOL 102	006	LAB	20
BIOLDEPT	BIOL 102 LAB 004 - 007	STDR	2189	BIOL 102	007	LAB	20
BIOLDEPT	BIOL 102 LAB 008 - 011	STDR	2189	BIOL 102	008	LAB	20
BIOLDEPT	BIOL 102 LAB 008 - 011	STDR	2189	BIOL 102	009	LAB	20
BIOLDEPT	BIOL 102 LAB 008 - 011	STDR	2189	BIOL 102	010	LAB	20
BIOLDEPT	BIOL 102 LAB 008 - 011	STDR	2189	BIOL 102	011	LAB	20
BIOLDEPT	BIOL 102 LAB 012 - 015	STDR	2189	BIOL 102	012	LAB	20
BIOLDEPT	BIOL 102 LAB 012 - 015	STDR	2189	BIOL 102	013	LAB	20

2020 records

Course Combination Summary

A summary of all Course Combinations by the department that can be exported to Excel (CSV) or printed

Home > Course Combination Summary

COURSE COMBINATION SUMMARY

1 2 3 4 5 ... Search Clear Show: 10

Department ID	Academic Block Type ID	Course Combination	Description	Term ID	Course ID	Student Count
ARTDEPT	APSC	test		2189	ARTH 301	1
ARTDEPT	APSC	test		2189	ARTH 253	1
ARTDEPT	APSC	test		2189	ARTH 345	1
ARTDEPT	APSC	test		2189	ARTH 231	1
ARTDEPT	APSC	test		2189	ARTH 383	1
ARTDEPT	APSC	test		2189	ARTH 422	1
ARTDEPT	APSC	test		2189	ARTH 311	1
ARTDEPT	APSC	test		2189	ARTH 242	1
ARTDEPT	APSC	test		2189	ARTH 415	1
ARTDEPT	APSC	test		2189	ARTH 308	1

11032 records

Seats and Section by Term and Department

This a validation tool showing the overview for every Section and Enrollment total

Showing the total number of components by component type for each course

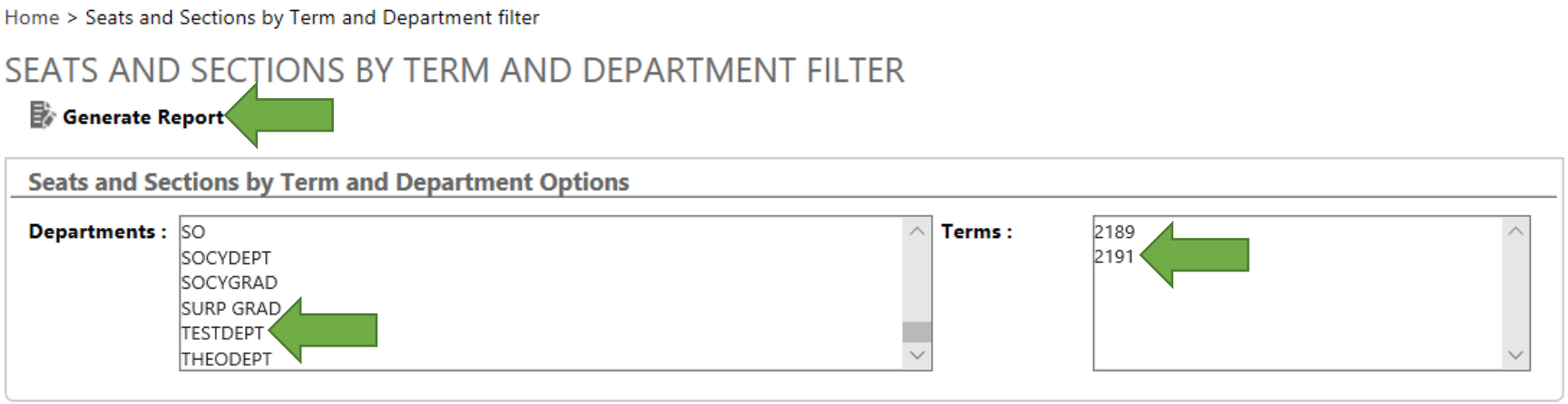
And to view the total enrollment for the enrolled and non-enrolled sections to ensure there are adequate seats in both

In the **Navigation Pane** under "Reports" click "Seats and Section by Term and Department"

Select your department from the list

Select the term

Click "Generate Report"



You will see this screen with a scroll bar at the bottom showing more

Seats																							
BLN	CLN	DIS	EXM	FLD	IND	LAB	LBS	LBT	LDI	LEC	LLB	LSM	LTU	MET	ONL	PRA	PRJ	REA	RND	SEM	STD	THE	TUT
						75																	
						75																	
0	0	0	0	0	0	150	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Home > Seats and Sections by Term and Department filter > Seats and Sections by Term and Department

SEATS AND SECTIONS BY TERM AND DEPARTMENT REPORT
SEATS

Term: 2191	Courses	Sections																							
		BLN	CLN	DIS	EXM	FLD	IND	LAB	LBS	LBT	LDI	LEC	LLB	LSM	LTU	MET	ONL	PRA	PRJ	REA	RND	SEM	STD	THE	TUT
Department: TESTDEPT	TEST 100							1																	
	TEST 101							1																	
	Total:	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

This will show you an overview for every Section and Enrollment total

Note: *Section in this area means "Component"*

You can print this information by clicking the icon in the **Tool Bar Menu**

Prof Tier Blockoffs

This report shows you an overview of an Instructor blockoffs.

In the **Navigation Pane** select “Prof Tier Blockoffs” under “Reports”

You will see this screen

Home > Prof Tier Blockoffs

Prof Tier Blockoffs

1 Search Clear Show: 10

Faculty ID	Department ID	Professor ID	Surname	Name	Block Off Type ID	Start Date	End Date	Day	Start Time	Duration
OUR	TESTDEPT	02345789	Brown	Sally	Tier I	07/09/2021	08/04/2022	Monday	08:30	13:00
OUR	TESTDEPT	14285714	Butler	Rhett	Tier II	07/09/2021	03/12/2021	Friday	09:30	02:00
OUR	TESTDEPT	14285714	Butler	Rhett	Tier II	07/09/2021	03/12/2021	Thursday	08:30	05:00
OUR	TESTDEPT	15948726	Chaplin	Charles	Tier I	07/09/2021	03/12/2021	Monday	08:30	11:00
OUR	TESTDEPT	15948726	Chaplin	Charles	Tier II	07/09/2021	03/12/2021	Wednesday	08:30	11:00
OUR	TESTDEPT	06935027	Gamgee	Samwise	Tier II	10/01/2022	08/04/2022	Thursday	15:30	06:00
OUR	TESTDEPT	06935027	Gamgee	Samwise	Tier II	07/09/2021	03/12/2021	Thursday	15:30	06:00

You can select how many items you want the list to show by selecting “All” in the drop-down menu “Show” in the Tool Bar Menu”

You can export to CSV by clicking the icon in the **Tool Bar Menu**

You can print by clicking the icon in the **Tool Bar Menu**

Full Timetable

In the **Navigation Pane** select “Full Timetable” under “Reports”

You will see this screen

Home > Full Timetable

FULL TIMETABLE

1 2 3 4 5 ... Search Clear Show: 10

Marker	Course	Section ID	Start Date	End Date	Component	Section ID	Delivery	Scheduling Enrollment	Actual Enrollment	Requested Room ID	Room Type ID	Interval	Pattern ID	Du
☐	BMED 810	2189	06/09/2018	30/11/2018	001	SEM	01	80	0	KINGST	DT	1	3x1	
☐	BMED 810	2189	06/09/2018	30/11/2018	001	SEM	01	80	0	KINGST	DT	1	3x1	
☐	BMED 810	2189	06/09/2018	30/11/2018	001	SEM	01	80	0	KINGST	DT	1	3x1	
☐	BMED 810	2189	06/09/2018	30/11/2018	001	SEM	01	80	0	KINGST	DT	1	3x1	
☐	BMED 810	2189	06/09/2018	30/11/2018	001	SEM	01	80	0	KINGST	DT	1	3x1	
☐	BMED 810	2189	06/09/2018	30/11/2018	001	SEM	01	80	0	KINGST	DT	1	3x1	
☐	BMED 810	2189	06/09/2018	30/11/2018	001	SEM	01	80	0	KINGST	DT	1	3x1	
☐	BMED 810	2189	06/09/2018	30/11/2018	001	SEM	01	80	0	KINGST	DT	1	3x1	
☐	BMED 810	2189	06/09/2018	30/11/2018	001	SEM	01	80	0	KINGST	DT	1	3x1	
☐	BMED 810	2189	06/09/2018	30/11/2018	001	SEM	01	80	0	KINGST	DT	1	3x1	

18876 records

This is a full list of all courses for your department

You can export to Excel by clicking the icon in the **Tool Bar Menu**

You can print by clicking the icon in the **Tool Bar Menu**

SIGN OFF

The Unit Head must sign off on your data entry once you have completed your DCU data updates

From the Reports tab in **Navigation Pane**

Export, the following reports to excel:

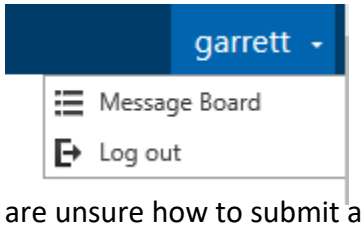
Academic Block Summary
Component Group DCU
Course Combination Summary
Delivery Groups
Full Timetable
Prof Tier Blockoffs
Department Meetings

Then email these to timetabl@queensu.ca cc'd to your Unit Head

OR

Have your Unit Head send them directly

When you sign out of the DCU, click Click your name and select "Log out" from the dropdown menu



A second screen will appear, asking if you are done your timetable for the year

Click "Yes"

Please do not send emails and/or memorandums with your timetable submission and sign off. If you are unsure how to submit a particular requirement in the DCU, please contact us at timetabl@queensu.ca.

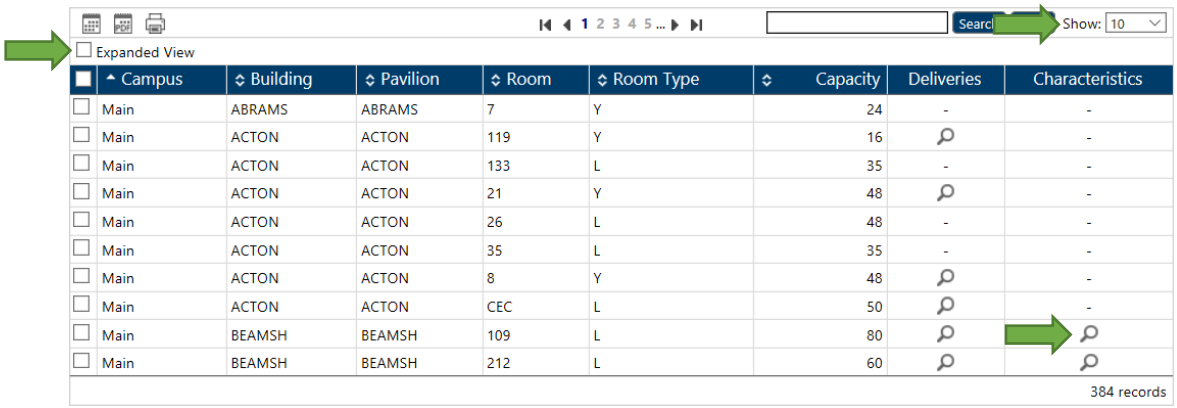
ROOMS

In the **Navigation Pane** select “Rooms”

You will see this screen

Home > Room List

ROOM LIST



Campus	Building	Pavilion	Room	Room Type	Capacity	Deliveries	Characteristics
Main	ABRAMS	ABRAMS	7	Y	24	-	-
Main	ACTON	ACTON	119	Y	16		-
Main	ACTON	ACTON	133	L	35	-	-
Main	ACTON	ACTON	21	Y	48		-
Main	ACTON	ACTON	26	L	48	-	-
Main	ACTON	ACTON	35	L	35	-	-
Main	ACTON	ACTON	8	Y	48		-
Main	ACTON	ACTON	CEC	L	50		-
Main	BEAMSH	BEAMSH	109	L	80		
Main	BEAMSH	BEAMSH	212	L	60		

It displays all the rooms currently stored in the system

You can search in the **Tool Bar Menu** for different rooms

In the “Show” drop-down menu you can select how many items are viewed at one time

☐ Expanded View : Shows a more detailed list of the room

: Is found under “Deliveries” and “Characteristics”
Hovering your mouse over it will show a detailed list of what classes or characteristics are in this room
This only includes assigned/forced rooms
Not requests for room types
Clicking expanded view will show this as well

Help & Contact

Please contact us at any point with questions.

Timetable Team:

Jo Brett, Manager Timetabling

Kaveesha Jayawardena, Lead Timetable Administrator

Merry Horton, Timetable Administrator |

All members of the Timetable team are available via Microsoft Teams Chat.

Contact:

Email: timetabl@queensu.ca

GLOSSARY

Academic Block	A set of course components that must be scheduled **conflict-free** with each other.
Active Learning Classrooms (AL)	Newly designed classrooms for active and collaborative learning.
AUD	All rooms that are => 200 capacity belong to the AUD pavilion. There are 9 auditoriums on the main campus, and one at West campus.
Basic Rules of Timetabling	Timetabling policy established by the University Timetable Committee. See: https://www.queensu.ca/provost/teaching-and-learning/university-timetabling
Central Room Inventory	https://www.queensu.ca/classrooms/
Component	A component is a section, for example LEC, TUT.
Component Attribute	DCU field to capture then add and drop consent needed for PeopleSoft registration configuration. There are three types, department consent, instructor consent or no consent.
Course Combination	A process that is used by Timetabling to schedule specific courses conflict-free for a certain number of students. For most departments that use course combinations, these will be used later to block register students into their required courses. The department submits a list of unique course combinations, by program and level with the number of students in each. This data set is used to build academic blocks (see above), showing the minimum number of courses and sections that need to be scheduled conflict-free to accommodate student registration.
DCU	Data Collection Utility. Web-based tools used by departments to submit timetabling information for processing.
Enterprise Web Portal	Enterprise is the University's room booking software. Departments have view access to the Enterprise portal to search room availability. Enterprise is used after the final timetable is posted.

Forced Time, Forced Scheduling

If a course is not timetabled using the University's timetable software, the time of the course must be "forced" to be at a particular time (normally at the request of the department). This is referred to as forced scheduling. Departmental requests for forced scheduling will be considered on a limited basis and must be requested by the Unit Head, giving clearly articulated reasons for the request, to the University Timetable Committee. Enter the forced time or forced pattern request into the DCU. We will echo back forced time information later in March at which time the reason for the forced time request can be clarified.

Courses scheduled after 5:30 pm do not have to be approved through the UTC.

In considering these requests that are supported with explanations, the Committee will be guided by precedents and decisions made in the previous years' timetabling cycles. Only approved requests will be processed by the University Registrar's Office.

Group

Groups are requested by a department for a set of components and/or deliveries that must be scheduled at the same time. There are different types of groups, including:

- Same time, same room - PeopleSoft
- Same time, same room
- Same time, same room (Alt)
- Same time, different room
- Same time, different room (Alt)

If you are unsure as to what type of group to use for specific course requirements, contact the Timetabling Office.

Instructor Type	There are four instructor types: *Standard*, *Back to Back Allowed, Teaching Release Day Standard,* and *Teaching Release Day Back to Back*. The *Standard* type does not allow for back to back schedule for that instructor. The *Back to Back Allowed* type will allow for back to back schedule, only if necessary (note back to back scheduling is not guaranteed for this type). *Teaching Release Day Standard* is to be used if a day free from teaching is required for research. The Scheduler will then assign a day. *Teaching Release Day Back to Back* is to be used if an instructor needs a Teaching Release Day AND wants their courses back to back.
Pattern	The times that a component is delivered, based on the Queen's slot system https://www.queensu.ca/registrar/sites/uregwww/files/uploaded_files/pdfs/Timetabling_slot_chart_text.pdf Examples of patterns are 3 slots X 1 hour, 2 slots X 1.5 hours, 1 slot X 2 hours, 1 slot X 3 hours.
Pavilion	Timetabling term that is equivalent to a building, with one exception. Auditorium rooms have their own pavilion called "AUD".
Room Characteristic	Denotes specific characteristics within a room, e.g., "02" means blackboard extra, "14" means document camera
Room Type	The predominant layout of a room, e.g. seminar-style, tiered, etc. See room type legend in this document.
Section in DCU	In the DCU, the term "section" means term.
Slot System	Queen's approved pattern times when courses can be scheduled.

Tie

A tie is created (by the Timetabling staff) to ensure that a pair of courses, or sections, or delivery patterns of a course occur in a specific sequence. Another way to say this is that a tie is built to establish sequencing requirements for elements of a course. There are different types of ties, including:

- After any occurrence
- No back-to-back
- Back-to-back
- Day in between
- Different days
- Same day

NOTE: Ties are not contained in the DCU, they are provided to you in a separate document. If you are unsure as to how to request sequencing requirements to meet the needs of a course, contact the Timetabling Office.

Timetable Email Address

timetabl@queensu.ca

Timetable Phone Number

613-533-6000 ext. 78744 ** As we are working from home please contact us using TEAMS.

UTC

University Timetable Committee. See https://www.queensu.ca/provost/teaching-and-learning/university-timetabling for timetable policy.

University Timetabling UTC, CA, Information for Instructors & Unit Heads:
https://www.queensu.ca/provost/teaching-and-learning/university-timetabling

Timetable Regisrar Website: http://www.queensu.ca/registrar/faculty-staff/timetabling

APPENDIX "A" – Timetabling Updates | Overview

DCU Requirements (Notes) Fields

There are two places in the DCU where you can record notes. These fields are called "requirement" fields and are found in two places and are to be used for specific purposes only, as follows:

1) **Instructors, Instructor Editing, Instructor Requirements**
   Use the instructor requirements notes field to enter if the instructor is spouse opposite and with whom, and whether there are any special need requirements for rooms. These are the ONLY notes that will be reviewed if entered in this field.
2) **Course Combinations, Course Combination Editing, Requirements**
   Use this requirement notes field to enter any relevant information you need to add to your course combination request. Please do contact us with any questions if you are unsure.

   NEW FOR 2023-34 - Deliveries, Room Requests, Room Requirements notes field will not be used
   Please use the Ratio field if rooms smaller than the maximum enrolment are required (for example break out rooms). Notes in the is field will not be reviewed. Ratios greater than 1 will be removed prior to scheduling.

A/B courses not necessarily in the same room

Full-year courses (aka A/B courses) will no longer be scheduled in the same room each term by default. Many A/B courses will still end up in the same room both terms.

Room Changes

The University continues to invest in room renovations. Effective Fall 2023 the following changes will be in effect:

- Bioscience 2111 will not be available FW.

Flexible Seating Room Type (FS)

There are now seven rooms equipped with node seating with wheels. Four rooms with 30 capacities each; Mac-Corry A309 and A311 and Theological Hall 203 and 209, and three rooms with 25 capacities each; Kingston 304, Kingston 308 and Ellis 218. All FS rooms have full data/video and whiteboards, and the room type can be requested via the Timetable spreadsheet, with no application process required. Any of the six flexible seating rooms will be assigned, requests for specific FS rooms will be done by exception only.

Active Learning (AL) Rooms

For Fall 2024, there will be 18 Active Learning classrooms on the main campus:

- BioSci 2109 (capacity 56)
- Botterell B129 (capacity 54)
- Dunning 10 (capacity 96)
- Ellis 226 (capacity 60)
- Ellis 319 (capacity 49)
- Ellis 321 (capacity 136)
- Ellis 324 (capacity 120)
- Ellis 333 (capacity 70)
- Humphrey 131 (capacity 30)
- Humphrey 132 (capacity 30)
- Humphrey 223 (capacity 30)
- Jeffery 155 (capacity 152)
- Jeffery 156 (capacity 152)
- Kingston 301 (capacity 84)
- Kingston 313 (capacity 49)
- MacCorry D201 (capacity 42)
- MacCorry D202 (capacity 42)
- Theology 307 (capacity 58)

These classrooms have a varied configuration and technology options, documented on the Central Classrooms website https://www.queensu.ca/classrooms/.

Active Learning classrooms must be requested in the DCU, please select which specific room is needed.

Teaching and Learning Website

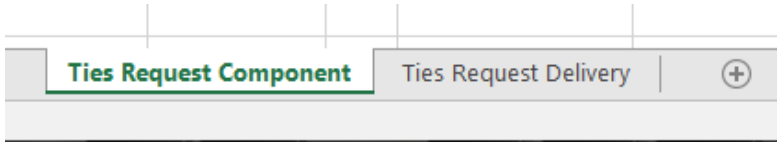
The Centre for Teaching and Learning maintains a website on teaching and learning spaces including photographs of rooms, building location, room capacity and accessibility. Also included are features for teaching and learning including installed technology. See: https://www.queensu.ca/classrooms/

Classroom Assistance

ITS has established a Classroom Support Centre. Any classroom assistance requests, regardless of their nature, should go to the support centre, ext. 36744 OR use the online form https://www.queensu.ca/its/forms/itsc/helpform/. Examples of requests include missing chairs, cleanliness of the room, equipment not working, and errors in bookings. Requests can be submitted by staff, students, and instructors.

Tie Submissions

Ties are unable to be collected in the DCU. They will be collected via a spreadsheet. If your department has used Ties in the past you will be receiving a preloaded spreadsheet with the year prior's information. If this will be your department's first time using Ties then a blank copy will be sent to you. You will notice at the bottom of the excel workbook are two tabs, one for collecting component ties and the other for delivery ties, as seen below.



On each tab, the tables have been colour-coded for ease of use. The **blue** portion of the table is all the data relevant to the first element of your tie, while the **green** represents the second element of your tie. Finally, **red** is the relationship between the first and second elements. An example is: Art History wants ARTH 120 002 the tutorial to be after the ARTH 120A 001 lecture at any time. This would appear in the spreadsheet-like:

A	B	C	D	E	F	G	H	I	J	K	L	M
Status	First Department ID	First Course ID	Term	First Component ID	First Component Type ID	Tie Type	Second Department ID	Second Course ID	Second Term	Second Component ID	Second Component Type ID	Description
	ARTDEPT	TH 120A	2199	002	TUT	After ANY Occurr	ARTDEPT	ARTH 120A	2199	001	LEC	

Here is a close up of each coloured section:

B	C	D	E	F
First Department ID	First Course ID	Term	First Component ID	First Component Type ID
ARTDEPT	TH 120A	2199	002	TUT

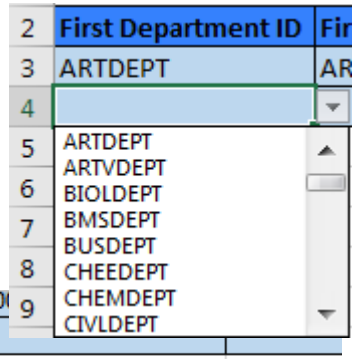
H	I	J	K	L
Second Department ID	Second Course ID	Second Term	Second Component ID	Second Component Type ID
ARTDEPT	ARTH 120A	2199	001	LEC

A
Status
Keep
Update/New
Remove

G	M
Tie Type	Description
After ANY Occurr	BIOL 206 TUT 002 & 003 back to back

The description in the **red** section is the elements related to the tie, which we use for naming the Tie and choosing the type. Indicating the courses and component numbers and types with their relationships.

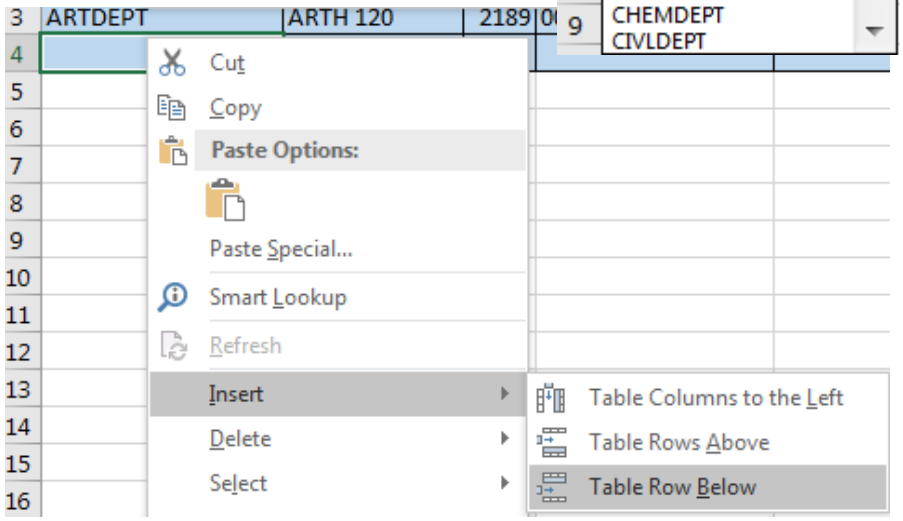
To make things easier some of the cells have been fixed with a drop-down menu to make data entry easier and reduce room for error. As seen here:



Only the cells without a drop-down menu are free-form text entry.

If you have to add a new line right-click in the table and select “Insert > Table Row Below”.

When you select Update/New the text will change to a bolded red to indicate a change. If Remove is selected a strikethrough will go through the text to indicate the removal.



Timetable Timeline

2024 Week Start		2024-25 Planned Timetable Activity
22-Jan		Timetable Summit Thursday January 25
29-Jan		Workshops and training week
5-Feb		DCU opens
4-Mar		DCU Close ASC/HSC depts MARCH 8
11-Mar		**NEW!** Approved Tier 1&2 data entry week ASC/HSC Faculty Office & COMM, NURS, FEAS, OT/PT depts
18-Mar		DCU Closed March 18th 8:30am
25-Mar		Forced Time, Course Catalogue Mismatches To Departments
27-May		Timetable release for review
9-Jun		Change requests deadline
24-Jun		Final timetable published
26-Jun		Block registration files to Records & Services
22-Jul		Course selection opens

APPENDIX "B" - Websites

Relevant Websites

OUR Timetabling main page: http://www.queensu.ca/registrar/faculty-staff/timetabling

UTC Basic Rules of Timetabling: https://www.queensu.ca/provost/teaching-and-learning/university-timetabling

Room Information: http://www.queensu.ca/registrar/faculty-staff/timetabling/room-info

Room Pictures and Detailed Information: https://www.queensu.ca/classrooms/

Centre for Teaching and Learning: https://www.queensu.ca/classrooms/

University Timetabling Information for Instructors & Unit Heads: https://www.queensu.ca/provost/teaching-and-learning/university-timetabling

APPENDIX "C" - Legends

Component Type Legend

BLN	Blended	**SEM**	Seminar
CLN	Clinical	**STD**	Studio
DIS	Discussion	**THE**	Thesis
EXM	Exam	**TUT**	Tutorial
FLD	Field School		
IND	Individual Study/Instruction		
LDI	Lecture/Discussion		
LLB	Lecture/Laboratory		
LSM	Lecture/Seminar		
LTU	Lecture/Tutorial		
LAB	Laboratory		
LEC	Lecture/Class		
ONL	Online		
PRA	Practical		
PRJ	Project		
REA	Reading		

Room Type Legend

A	Auditorium (rooms capacity 200 to 450)
AL	Active Learning Classroom
C	Classroom style, no data/video
DC	Data/video, classroom style
DT	Data/video, tiered style
FS	Flexible seating
I	IBCPA centrally booked rooms
S	Seminar-style, no data/video
SD	Seminar-style, with data/video
L*	Laboratory
Y*	Departmentally-owned room

****Not central inventory rooms***

Building/Pavilion Legend

ACTON	Louise D. Acton Building
AUD	Auditoriums - rooms with a capacity of 200 or greater
BIOSCI	Biosciences Complex
BEAMSH	Beamish-Munroe Hall
BOTTER	Botterell Hall
BRUCE	Bruce Wing of Miller Hall
CHERNF	Chernoff Hall
CONVO	Convocation Hall (Theological Auditorium)
DUNNIN	Dunning Hall
DUPUIS	Dupuis Hall
ELLIS	Ellis Hall
ETHER	Etherington Hall
GOODES	Goodes Hall
GDWIN	Goodwin Hall
HARLEC	Harrison-LeCaine Hall
HUMPHY	Humphrey Hall
IBCPA	Isabel Bader Centre for Performing Arts
JACKSN	Jackson Hall
JEFFRY	Jeffery Hall

KINES	Kinesiology and Health Studies
KINGST	Kingston Hall
MACDON	Macdonald Hall
MACCOR	Mackintosh-Corry Hall
MCLAUG	McLaughlin Hall
MEDS	Medical Building (Stuart Street)
MILLER	Miller Hall
MITCH	Mitchell Hall
NICOL	Nicol Hall
ONTARO	Ontario Hall
RICHLA	Richardson Laboratories
STIRLG	Stirling Hall
THEOGY	Theological Hall
WATSON	Watson Hall
WALGHT	Walter Light Hall

Room Characteristics

2	Blackboard, Extra
3	Blackboard, Standard
5	BlueRay Player
10	Document Camera, Fixed

APPENDIX “D” - Charts

Slot Chart

Course Slot Chart - Registrar's Office - Queen's University

ONE HOUR PERIODS

	Monday	Tuesday	Wednesday	Thursday	Friday
9:30	1	4	2	5	3
9:30	2	5	3	1	4
10:30	3	1	4	2	5
11:30	11	14	12	15	13
12:30	12	15	13	11	14
1:30	13	11	14	12	15
2:30	21	24	22	25	23
3:30	22	25	23	21	24
4:30	23	21	24	22	25
5:30					

ONE & HALF HOUR PERIODS

	Mon	Tues	Wed	Thurs	Fri
8:30	31	34	32	35	33
10:00	32	35	33	31	34
11:30	41	44	42	45	43
1:00	42	45	43	41	44
2:30	51	54	52	55	53
4:00	52	55	53	51	54

TWO HOUR PERIODS

	Mon	Tues	Wed	Thurs	Fri
8:30	61	64	62	65	63
10:30					
11:30	141	144	142	145	143
1:30					
2:30	81	84	82	85	83
4:30					

TWO HOUR PERIODS

	Mon	Tues	Wed	Thurs	Fri
9:30	72	75	73	71	74
11:30					
12:30	132	135	133	131	134
2:30					
3:30	92	95	93	91	94
5:30					

THREE HOUR PERIODS

	Mon	Tues	Wed	Thurs	Fri
8:30	101	104	102	105	103
11:30	111	114	112	115	113
2:30	121	124	122	125	123
5:30					

Centrally Books Rooms: By Building

CENTRALLY BOOKED ROOMS; QUEEN'S UNIVERSITY

BUILDING	ROOM	CAP	ROOM TYPE
BIOSCI*	1101*	450	A
BIOSCI*	1102	302	A
BIOSCI*	1120	45	DT
BIOSCI*	2109	56	AL
BOTTER	B129	54	AL
BOTTER	B139	107	DT
BOTTER	B143	107	DT
BOTTER	B147	105	DT
BOTTER	B148	30	DC
CHERNF*	117	123	DT
CHERNF*	211	60	DC
CHERNF*	213	60	DC
CHERNF*	AUD	253	A
CONVO	HALL	183	DT
DUNMAC	AUD	672	West
DUNNIN*	10	96	AL
DUNNIN*	11	82	DT
DUNNIN*	12	85	DT
DUNNIN*	14	152	DT
DUNNIN*	27	67	DT
DUNNIN*	AUD	425	A
DUPUIS	215	104	DT
DUPUIS	217	104	DT
DUPUIS	AUD	217	A
ELLIS	218	25	FS
ELLIS	226	60	AL
ELLIS	319	48	AL
ELLIS***	321	136	AL
ELLIS***	324	120	AL
ELLIS***	333	70	AL
ELLIS	AUD	247	A
ETHER	AUD	289	A
GDWIN	247	43	DC
GDWIN	254	63	DC
HUMPHY	131	30	AL
HUMPHY	132	30	AL
HUMPHY	223	30	AL
HUMPHY	AUD	221	A
IBCPA	312	32	I
IBCPA	329	60	I
IBCPA	342	32	I

BUILDING	ROOM	CAP	ROOM TYPE
JEFFRY	101	64	DC
JEFFRY	102	31	DC
JEFFRY	110	31	DC
JEFFRY	115	30	DC
JEFFRY	116	33	DC
JEFFRY	118	65	DC
JEFFRY	126	109	DT
JEFFRY	127	132	DT
JEFFRY	128	109	DT
JEFFRY***	155	152	AL
JEFFRY***	156	152	AL
JEFFRY	225	65	DC
JEFFRY	234	70	DC
JEFFRY	319	20	DC
JEFFRY	422	31	DC
KINES*	100	173	DT
KINES*	101	106	DT
KINES*	102	16	SD
KINES*	103	16	SD
KINES*	104	24	SD
KINES*	105	16	SD
KINES*	106	36	DC
KINES*	107	36	DC
KINGST	101	144	DT
KINGST	104	40	DC
KINGST	108	40	DC
KINGST	112	40	DC
KINGST	200	70	DT
KINGST	201	170	DT
KINGST	202	20	SD
KINGST	204	40	DC
KINGST	205	32	DC
KINGST	208	40	DC
KINGST	209	24	DC
KINGST	210	22	SD
KINGST	301	84	AL
KINGST	304	25	FS
KINGST	308	25	FS
KINGST	313	49	AL

BUILDING	ROOM	CAP	ROOM TYPE
LAW BLDG	1	152	DT
LAW BLDG	2	60	DT
LAW BLDG	3	60	DT
LAW BLDG	4	60	DT
MACCOR	A309	30	FS
MACCOR	A311	30	FS
MACCOR	A416	20	SD
MACCOR	B201	103	DT
MACCOR	C416	16	SD
MACCOR	C420	16	SD
MACCOR	C508	28	SD
MACCOR	D122	28	DC
MACCOR	D201	42	AL
MACCOR	D202	42	AL
MACCOR	D214	52	DT
MACCOR	D216	52	DT
MACCOR	D405	24	SD
MACCOR	*E202*	*30*	*IND***
MCLAUG	306	60	DT
MCLAUG	315	110	DC
MILLER	105	101	DT
MILLER	201	112	DT
MILLER	210	60	DT
NICOL	232	40	DC
NICOL	321	60	DC
ONTARO	206	38	DC
ONTARO	207	36	DC
ONTARO	209	45	DC
RICHLAB	104	98	DT
STIRLG	A	150	DT
STIRLG	B	150	DT
STIRLG	C	150	DT
STIRLG	401	58	DC
STIRLG	414	60	DC
STIRLG	AUD*	240	A
SUTHER	202	50	DC
SUTHER	554	42	DC
THEOGY	203	30	FS
THEOGY	209	30	FS
THEOGY	307	58	AL

BUILDING	ROOM	CAP	ROOM TYPE
WALGHT	210	95	DT
WALGHT	212	28	DC
WALGHT	AUD	201	A
WATSON	122	24	SD
WATSON	207	14	SD
WATSON	217	70	DT
WATSON	401	16	SD

A = Auditorium (fully loaded)
AL = Active Learning Classroom-contact TT
DC = data/video, classroom style
DT = data/video, tiered style
FS = Flexible seating
I = IBCPA centrally booked rooms-contact tt
IND = Only for courses with Indigenous content
SD = seminar-style with data/video

all rooms on campus have wireless access

1st character = Primary booking feature
2nd character = Secondary booking feature

* under Building May-Aug Event Services priority

*** *Only for courses with Indigenous content. Adhoc use by approval of IIO.*

***AV linked room groups:
Jeffery 155 & Jeffery 156
Elllis 321 & Ellis 324 & Ellis 333

Room capacities are have changed

S:\Services\Timetabl\Room Info\2425 Room Information\Centrally Booked Rooms 24-25.xlsx

Last Updated, MH, December 19, 2023

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Centrally Booked Rooms: By Capacity

CENTRALLY BOOKED ROOMS; QUEEN'S UNIVERSITY

BUILDING	ROOM	CAP	ROOM TYPE
WATSON	207	14	SD
KINES*	102	16	SD
KINES*	103	16	SD
KINES*	105	16	SD
MACCOR	C416	16	SD
MACCOR	C420	16	SD
WATSON	401	16	SD
JEFFRY	319	20	DC
KINGST	202	20	SD
MACCOR	A416	20	SD
KINGST	210	22	SD
KINES*	104	24	SD
KINGST	209	24	DC
MACCOR	D405	24	SD
WATSON	122	24	SD
ELLIS	218	25	FS
KINGST	304	25	FS
KINGST	308	25	FS
MACCOR	C508	28	SD
MACCOR	D122	28	DC
WALGHT	212	30	DC
BOTTER	B148	30	DC
HUMPHY	131	30	AL
HUMPHY	132	30	AL
HUMPHY	223	30	AL
JEFFRY	115	30	DC
MACCOR	A309	30	FS
MACCOR	A311	30	FS
MACCOR	*E202*	*30*	*IND***
THEOGY	203	30	FS
THEOGY	209	30	FS
JEFFRY	102	31	DC
JEFFRY	110	31	DC
JEFFRY	422	31	DC
IBCPA	312	32	I
IBCPA	342	32	I
KINGST	205	32	DC
JEFFRY	116	33	DC
KINES*	106	36	DC
KINES*	107	36	DC
ONTARO	207	36	DC
ONTARO	206	38	DC

BUILDING	ROOM	CAP	ROOM TYPE
KINGST	104	40	DC
KINGST	108	40	DC
KINGST	112	40	DC
KINGST	204	40	DC
KINGST	208	40	DC
NICOL	232	40	DC
MACCOR	D201	42	AL
MACCOR	D202	42	AL
SUTHER	554	42	DC
GDWIN	247	43	DC
BIOSCI	1120	45	DT
ONTARO	209	45	DC
ELLIS	319	48	AL
KINGST	313	49	AL
SUTHER	202	50	DC
MACCOR	D214	52	DT
MACCOR	D216	52	DT
BOTTER	B129	54	AL
BIOSCI*	2109	56	AL
STIRLG	401	58	DC
THEOL	307	58	AL
CHERNF*	211	60	DC
CHERNF*	213	60	DC
ELLIS	226	60	AL
IBCPA	329	60	I
LAW BLDG	2	60	DT
LAW BLDG	3	60	DT
LAW BLDG	4	60	DT
MCLAUG	306	60	DT
MILLER	210	60	DT
NICOL	321	60	DC
STIRLG	414	60	DC
GDWIN	254	63	DC
JEFFRY	101	64	DC
JEFFRY	118	65	DC
JEFFRY	225	65	DT
DUNNIN*	27	67	DT
ELLIS***	333	70	AL
JEFFRY	234	70	DT
KINGST	200	70	DT
WATSON	217	70	DT
DUNNIN*	11	82	DT

BUILDING	ROOM	CAP	ROOM TYPE
KINGST	301	84	AL
DUNNIN*	12	85	DT
WALGHT	210	95	DT
DUNNIN*	10	96	AL
RICHLA	104	98	DT
MILLER	105	101	DT
MACCOR	B201	103	DT
DUPUIS	215	104	DT
DUPUIS	217	104	DT
BOTTER	B147	105	DT
KINES*	101	106	DT
BOTTER	B139	107	DT
BOTTER	B143	107	DT
JEFFRY	126	109	DT
JEFFRY	128	109	DT
MCLAUG	315	110	DC
MILLER	201	112	DT
ELLIS***	324	120	AL
CHERNF*	117	123	DT
JEFFRY	127	132	DT
ELLIS***	321	136	AL
KINGST	101	144	DT
STIRLG	A	150	DT
STIRLG	B	150	DT
STIRLG	C	150	DT
DUNNIN*	14	152	DT
JEFFRY***	155	152	AL
JEFFRY***	156	152	AL
LAW BLDG	1	152	DT
KINGST	201	170	DT
KINES*	100	173	DT
CONVO	HALL	183	A
WALGHT	AUD	201	A
DUPUIS	AUD	217	A
HUMPHY	AUD	221	A
STIRLG	AUD*	240	A
ELLIS	AUD	247	A
CHERNF*	AUD	253	A
ETHER	AUD	289	A
BIOSCI*	1102	302	A
DUNNIN*	AUD	425	A
BIOSCI*	AUD*	450	A
DUNMAC	AUD	672	West

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S:\Services\Timetabl\Room Info\2425 Room Information\Centrally Booked Rooms - By Capacity 24-25.xlsx

Last Updated, MH, December 19, 2023

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APPENDIX “E” – New Tier Process

Pending receipt of information from UTC Chair.