

DCU Manual – Updating Course Combinations

Registrar’s Office, University of Lethbridge, August 23, 2019

Course Combinations

Course Combinations are used to create a conflict-free schedule for students. Every term, course combinations need to be reviewed and updated, as program requirements and course offerings change, and student demand and trends evolve. The Deans’ Offices will be the managers of the course combinations. They will be able to create new ones, delete old ones and update projected student enrolment and courses used in course combinations, based on PPG Sample Sequencing Plans, available Banner reports, and their working knowledge.

Logging into the Data Collection Utility (DCU)

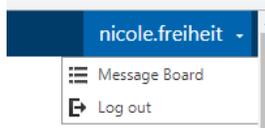
- Fall 2020 - <http://reg-infosilem-p.online.uleth.ca/DCU/>
- Spring 2021- <http://reg-infosilem-p.online.uleth.ca/DCU2/>
- Username and Password: Same as your Bridge log-on

Once logged into the Data Collection Utility (DCU), you will see the following:



In the top banner, you will see

- The name of the database you are in corresponding to the Year and Term you are viewing.
- On the left-hand side, the icon showing three short, parallel, horizontal lines  will minimize or maximize the left-hand navigation menu.
- On the right-hand side, you will see an arrow beside your username. By clicking that arrow, you can navigate to the Message Board or log out.

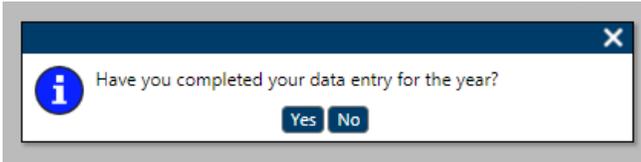


The Message Board will appear in the main window. This is where the RO Timetabling Unit might post relevant messages to DCU users.

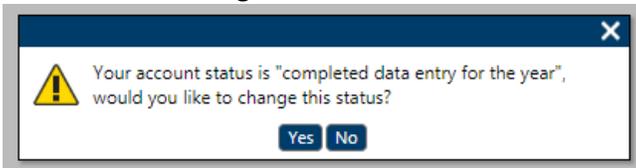
On the left-hand side will be the navigation menu showing Course Combinations.

Logging out of the DCU

- To log out of the DCU, click on the drop-down menu beside your username in the top right-hand corner.
- Click “Log out.”
- You will be prompted to answer the following:



- Select “No.”
- If you accidentally select “Yes,” that’s ok. Next time you log into the DCU you will be asked the following:



- Select “Yes,” and your account status will be updated to reflect that you haven’t completed your data entry for the year.

Accessing Course Combinations

Course combinations have been rolled (copied) from the Project Simulations: Simulation 5, the 2nd version of Fall 2018, is the basis of update for Fall 2020; Simulation 7, the 2nd version of Spring 2019, is the basis of update for Spring 2021. In the future, course combinations will roll from the previous Production like term to be reviewed and updated for the current term being timetabled.

The course combinations appearing in each database are specific to that term. In the fall database, you will only see the fall course combinations. In the spring database, you will only see the spring course combinations.

1. To view your Faculty/School’s course combinations, click on Course Combinations in the left-hand navigation menu. You will now see your Faculty/School in a drop-down menu.
2. Selecting your Faculty/School will show either a list of all of your Faculty/School’s course combination IDs in the left-hand navigation menu or a drop-down menu for your Faculty/School’s departments.

Note: Course combinations in Infosilem are assigned to Faculties/Schools or departments as they are assigned in Banner. Arts & Science’s and Fine Arts’ programs are organized by department as they are assigned in Banner (with the exception of FNTP, assigned to the Faculty). The Dhillon School of Business’ and Health Science’s are organized alphabetically under the Faculty/School as they are assigned in Banner.

Faculty of Health Sciences' initial view after Course Combinations is clicked:

EnCampus - Timetabler DCU - Fall_202003

Home > Course Combination List: 0210

Departments: 0210 - Faculty of Health Sciences

COURSE COMBINATION LIST : 0210

Course Combination ID	Description	Academic Block Type	Number of Students	Courses	Done
<input type="checkbox"/> ABN-NURS-1-A		Conflict-free - 8-hour day	28	⌄	<input type="checkbox"/>
<input type="checkbox"/> ABN-NURS-2-A		Conflict-free - 8-hour day	28	⌄	<input type="checkbox"/>
<input checked="" type="checkbox"/> BH-ABHL-1-A		Conflict-free - 8-hour day	5	⌄	<input type="checkbox"/>
<input checked="" type="checkbox"/> BH-ABHL-2-A		Conflict-free - 8-hour day	5	⌄	<input type="checkbox"/>
<input checked="" type="checkbox"/> BH-ABHL-3-A		Conflict-free - 8-hour day	5	⌄	<input type="checkbox"/>
<input checked="" type="checkbox"/> BH-ADCS-1-A		Conflict-free - 8-hour day	15	⌄	<input type="checkbox"/>
<input checked="" type="checkbox"/> BH-ADCS-2-A		Conflict-free - 8-hour day	20	⌄	<input type="checkbox"/>
<input checked="" type="checkbox"/> BH-ADCS-2-B		Conflict-free - 8-hour day	20	⌄	<input type="checkbox"/>
<input checked="" type="checkbox"/> BH-ADCS-3-A		Conflict-free - 8-hour day	35	⌄	<input type="checkbox"/>
<input checked="" type="checkbox"/> BH-PUBH-1-A		Conflict-free - 8-hour day	15	⌄	<input type="checkbox"/>

24 records

Faculty of Arts & Science's initial view after Course Combinations is clicked:

EnCampus - Timetabler DCU - Fall_202003

Home > Course Combination List: 0101

Departments: 0101 - Dean of Arts and Science

COURSE COMBINATION LIST : 0101

Course Combination ID	Description	Academic Block Type	Number of Students	Courses	Done
<input checked="" type="checkbox"/> WFNTF-1-A		Conflict-free - 8-hour day	12	⌄	<input type="checkbox"/>
<input checked="" type="checkbox"/> WFNTF-1-B		Conflict-free - 8-hour day	12	⌄	<input type="checkbox"/>
<input checked="" type="checkbox"/> WNPP-1-A		Conflict-free - 8-hour day	50	⌄	<input type="checkbox"/>

3 records

Note: WFNTF-1-A is appearing initially because it's assigned to the Faculty, not a department.

Faculty of Arts & Science's view after clicking the drop-down menu:

EnCampus - Timetabler DCU - Fall_202003

Home > Course Combination List: 0101

Departments: 0101 - Dean of Arts and Science

COURSE COMBINATION LIST : 0101

Course Combination ID	Description	Academic Block Type	Number of Students	Courses	Done
<input checked="" type="checkbox"/> WFNTF-1-A		Conflict-free - 8-hour day	12	⌄	<input type="checkbox"/>
<input checked="" type="checkbox"/> WFNTF-1-B		Conflict-free - 8-hour day	12	⌄	<input type="checkbox"/>
<input checked="" type="checkbox"/> WNPP-1-A		Conflict-free - 8-hour day	50	⌄	<input type="checkbox"/>

3 records

Faculty of Arts & Science's view after selecting the Biology department from the drop-down menu:

EnCampus - Timetabler DCU - Fall_202003

Home > Course Combination List: 0105

Departments: 0105 - Biological Sciences

COURSE COMBINATION LIST : 0105

Course Combination ID	Description	Academic Block Type	Number of Students	Courses	Done
<input checked="" type="checkbox"/> BS-AGBT-1-A		Conflict-free - 8-hour day	5	⌄	<input type="checkbox"/>
<input checked="" type="checkbox"/> BS-AGBT-1-B		Conflict-free - 8-hour day	5	⌄	<input type="checkbox"/>
<input checked="" type="checkbox"/> BS-AGBT-2-A		Conflict-free - 8-hour day	5	⌄	<input type="checkbox"/>
<input checked="" type="checkbox"/> BS-AGBT-2-B		Conflict-free - 8-hour day	5	⌄	<input type="checkbox"/>
<input checked="" type="checkbox"/> BS-AGBT-3-A		Conflict-free - 8-hour day	5	⌄	<input type="checkbox"/>
<input checked="" type="checkbox"/> BS-AGBT-4-A		Conflict-free - 8-hour day	3	⌄	<input type="checkbox"/>
<input checked="" type="checkbox"/> BS-AGBT-4-B		Conflict-free - 8-hour day	3	⌄	<input type="checkbox"/>
<input checked="" type="checkbox"/> BS-BIOL-1-A		Conflict-free - 8-hour day	18	⌄	<input type="checkbox"/>
<input checked="" type="checkbox"/> BS-BIOL-1-B		Conflict-free - 8-hour day	18	⌄	<input type="checkbox"/>
<input checked="" type="checkbox"/> BS-BIOL-1-C		Conflict-free - 8-hour day	18	⌄	<input type="checkbox"/>

18 records

Course Combination Naming Convention

This is the naming convention used for course combination IDs:

Program Name [Degree-Major – as in Banner] + “hyphen” + Year of Study + “hyphen” + A,B,C...[to differentiate combinations built for the same year of study]

Examples:

- BA-ART-1-A
Bachelor of Arts with a major in Art, First Year, A (1st combination built for that year of study)
- BM-ACCT-2-B
Bachelor of Management with a major in Accounting, Second Year, B (2nd combination built for that year of study)
- BHBM-PUBGMGT-3-A
Bachelor of Health/Bachelor of Management with a major in Public Health/General Management, Third Year, A (1st combination built for that year of study)

Reviewing Course Combinations

1. Select the course combination ID from the left-hand navigation menu that you want to review.
2. When you’ve selected a course combination, the Course Combination Editing screen will fill the main window.

The Course Combination Editing screen shows all the information pertinent to that combination.

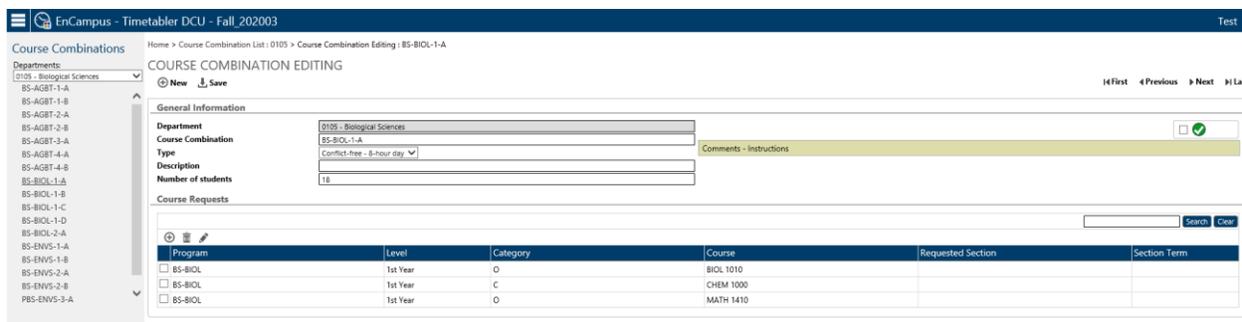
Under General Information at the top, you will see:

- Department: Department or Faculty/School to which the course combination’s program is assigned
- Course Combination: The ID name of the combination, following the naming convention.
- Type: The corresponding type of conflict-free day assigned to the combination. There is an 8-hour and 9-hour type assigned to each combination built thus far. Type corresponds to configured settings that either spreads courses over up to eight or nine hours in a day.
Note: The 8-hour day type is used for combinations with three or fewer courses. The 9-hour day type is for course combinations with 4 or more courses and/or corresponding labs/tutorials.
- Description: Not currently used
- Number of students: Enrolment projections gleaned from Banner reports/working knowledge of enrolment trends, etc.

Under Course Requests, you will see:

- The courses used in the course combination

Example of Course Combination Editing screen for BS-BIOL-1-A. (BSc in Biology, First Year, Combination A)



As you can see above there are four courses in the course combination BS-BIOL-1-A.

Courses within a combination are categorized as Core 'C', Optional 'O', Electives 'E'. Categorizing courses does not change how the course combination schedules into academic blocks. But if a course combination's academic block(s) cannot schedule for some reason, it is helpful to know if it's a core, optional or elective section that is causing the conflict.

Example of a Course Combination Build:

BS-BCHM-1 – BSc in Biochemistry, Year 1

The sample sequencing plan for Year 1 Fall in the BS-BCHM program is:

BIOL 1020 OR BIOL 1010 (Optional)

CHEM 1000 (Core)

MATH 1560 OR MATH 1565 (Optional)

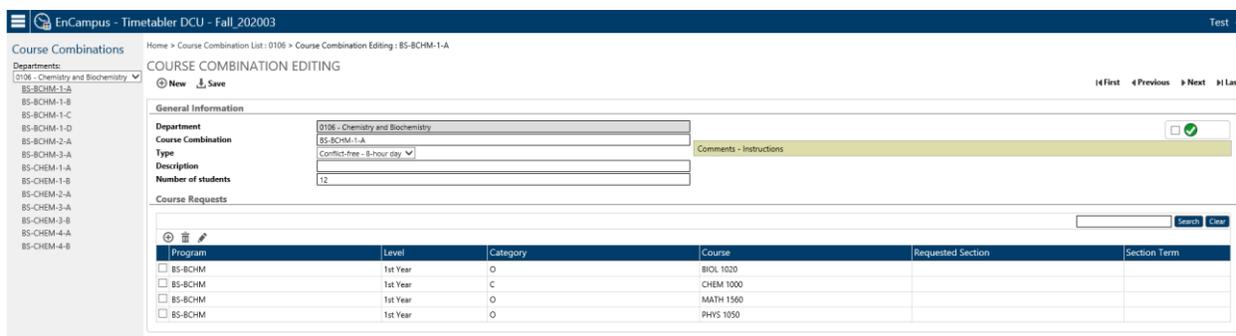
PHYS 1000 (Core)

Year 1, Fall
Biology 1020 or Biology 1010
Chemistry 1000
Mathematics 1560 or
Mathematics 1565
Physics 1000
 Lib Ed Requirement course

There are four possible combinations created by the two "OR" conditions. As such, four course combinations were created using the naming convention.

- BS-BCHM-1-A: BIOL 1020, CHEM 1000, MATH 1560, PHYS 1000
- BS-BCHM-1-B: BIOL 1020, CHEM 1000, MATH 1560, PHYS 1000
- BS-BCHM-1-C: BIOL 1010, CHEM 1000, MATH 1565, PHYS 1000
- BS-BCHM-1-D: BIOL 1010, CHEM 1000, MATH 1565, PHYS 1000

View of BS-BCHM-1-A:



Each combination must have a projected enrolment number entered. All combinations for a given program and year of study should total the projected enrolment for that year.

- If a program's year of study only has one combination, the entire projected enrolment number should be entered under "Number of students."
- If a program's year of study has more than one combination, the total projected enrolment should be divided between the combinations and entered under each combination's "Number of students."

Projected enrolment can be split evenly or unevenly between course combinations. One combination may be more popular, begetting a higher "Number of students." For example, if the projected enrolment for first-year BS-BCHM is 80 students, the "Number of students" for the four first-year course combinations should total 80 when added together. If it's expected more students will take MATH 1560 than MATH 1565, the "Number of students" for the combinations with MATH 1560 can be adjusted higher than MATH 1565.

E.g.

- BS-BCHM-1-A = Number of students 30
- BS-BCHM-1-B = Number of students 10
- BS-BCHM-1-C = Number of students 30
- BS-BCHM-1-D = Number of students 10

Updating Course Combinations in the DCU

1. To update a course combination, select the Department, if denoted, and course combination ID from the left-hand navigation menu.
2. When you've selected a course combination, the information about that course combination will appear in the main window. From here, you can change projected enrolment, update the courses in the combination, and enable or disable a combination.

Updating Enrolment Projections in a Course Combination

1. Faculties/Schools can access their projected enrolment numbers via the Bridge Web Submission: Employee > Web Submission > Advisor's Menu > Registered Students' Reports Menu > [SFLMAJR] Number of Registrants by Major, Program, and Year

- To update the projected “Number of students” for a course combination, delete the rolled number, and enter the new number found under General Information in the Course Combination Editing window.
- Click “Save” at the top of the Course Combination Editing window. The new projected “Number of students” will be used to create academic blocks when the scheduler is run.

COURSE COMBINATION EDITING

⊕ New Save

First Previous Next Last

General Information

Department: 0110 - Geography

Course Combination: BA-GEOG-2-A

Type: Conflict-free - 8-hour day

Description:

Number of students: 2

Comments - Instructions

Course Requests

Program	Level	Category	Course	Requested Section	Section Term
<input type="checkbox"/> BA-GEOG	2nd Year	C	ENVS 2000		
<input type="checkbox"/> BA-GEOG	2nd Year	C	GEOG 2030		
<input type="checkbox"/> BA-GEOG	2nd Year	C	GEOG 2210		

Adding Courses in a Course Combination

- To add a course to a course combination, click the plus sign ⊕ under Course Requests in the Course Combination Editing window.

COURSE COMBINATION EDITING

⊕ New Save

First Previous Next Last

General Information

Department: 0110 - Geography

Course Combination: BA-GEOG-2-A

Type: Conflict-free - 8-hour day

Description:

Number of students: 2

Comments - Instructions

Course Requests

Program	Level	Category	Course	Requested Section	Section Term
<input type="checkbox"/> BA-GEOG	2nd Year	C	ENVS 2000		
<input type="checkbox"/> BA-GEOG	2nd Year	C	GEOG 2030		
<input type="checkbox"/> BA-GEOG	2nd Year	C	GEOG 2210		

- A window will appear from which you select the Program [Program-Year of Study] (same as the combination you’re editing), Department (that delivers the course you want to add), Course, and Category (Core, Optional or Elective). Leave “Requested Section” blank. Click Ok.

Course Requests

Program	Level	Category	Course	Requested Section
<input type="checkbox"/> BA-GEOG	2nd Year	C	ENVS 2000	
<input type="checkbox"/> BA-GEOG	2nd Year	C	GEOG 2030	
<input type="checkbox"/> BA-GEOG	2nd Year	C	GEOG 2210	

Program	Department	Course	Requested Section	Category
BA-GEOG 2nd Year	0110 - Geography	ENVS 2850		O

Ok Cancel

- The new course will now show in the list of courses for that combination.
- Click “Save” at the top of the Course Combination Editing window to save the updated combination, which will be used to create academic blocks when the scheduler is run.

COURSE COMBINATION EDITING

New Save

General Information

Department: 0110 - Geography
 Course Combination: BA-GEOG-2-A
 Type: Conflict-free - 8-hour day
 Description:
 Number of students: 2

Course Requests

Program	Level	Category	Course	Requested Section
<input type="checkbox"/> BA-GEOG	2nd Year	C	ENVS 2000	
<input type="checkbox"/> BA-GEOG	2nd Year	O	ENVS 2850	
<input type="checkbox"/> BA-GEOG	2nd Year	C	GEOG 2030	
<input type="checkbox"/> BA-GEOG	2nd Year	C	GEOG 2210	

Deleting Courses in a Course Combination

1. To delete a course requested in a course combination, put a checkmark beside the course and select the trash button under Course Requests.
2. A window will pop up asking if you would like to delete the selected item. Select Ok. The course will no longer appear in the Course Request list.
3. Click “Save” at the top of the Course Combination Editing window to save the updated combination.

COURSE COMBINATION EDITING

New Save

General Information

Department: 0105 - Biological Sciences
 Course Combination: BS-BIOL-1-B
 Type: Conflict-free - 8-hour day
 Description:
 Number of students: 18

Course Requests

Program	Level	Category	Course
<input checked="" type="checkbox"/> BS-BIOL	1st Year	O	BIOL 1010
<input type="checkbox"/> BS-BIOL	1st Year	C	CHEM 1000
<input type="checkbox"/> BS-BIOL	1st Year	O	MATH 1560

Editing Courses in a Course Combination

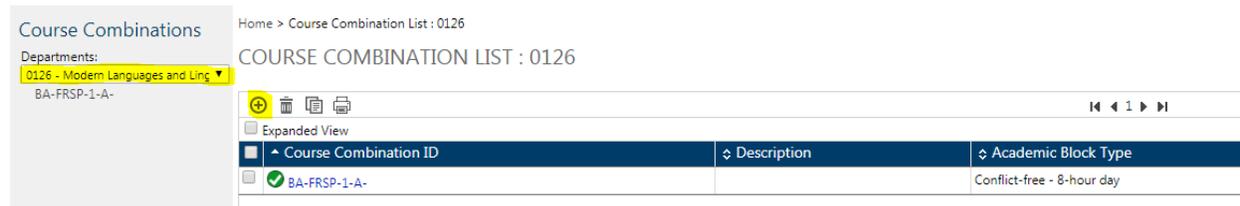
The “Edit” button has limited functionality and should not be used. If you want to edit a course within a course combination, e.g. change a course from Category C(ore) to O(ptional), delete the course and re-add it.

Course Requests

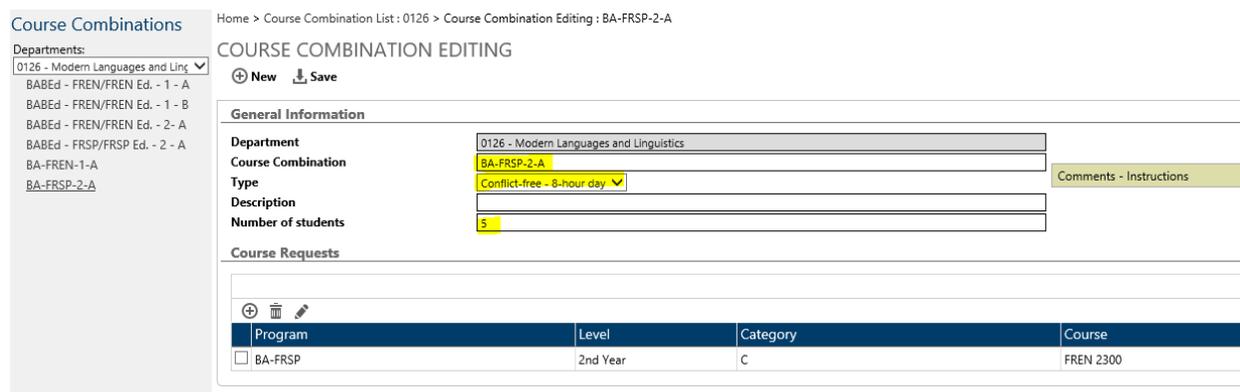
Program	Level	Category	Course
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Creating Course Combinations in the DCU

1. From the left-hand side navigation menu, pick the Department or Faculty/School the course combination will belong to.
2. Click on the plus sign ⊕ in the main Course Combination List window.



3. Under General Information, beside Course Combination, enter the new course combination ID using the naming convention – Program-Level-Letter
4. Under Type, choose Conflict Free 8-hour day (three courses) or 9-hour day (four or more courses)
5. Under Number of Students, enter projected enrolment number



6. To add courses to the course combination, select the plus sign ⊕ under Course Requests. A window will appear from which you select the Program [Degree-Year of Study] (same as the combination you're editing), Department (that delivers the course you want to add), Course, and Category (Core, Optional or Elective). Leave Requested Section blank.
7. Click Ok to save the course addition to the Course Combination.



8. When you've added all the courses you want in the combination, they will all appear in the Course Request list.

9. If you added a course accidentally, follow the instructions for deleting a course above.
10. If you added a course incorrectly, e.g. chose the wrong Program or Category, follow the instructions for deleting a course above, and re-add the course with the correct details.
11. Click Save at the top of the Course Combination Editing window to complete the creation of the new course combination.

COURSE COMBINATION EDITING

[+ New](#) [Save](#)

General Information

Department: 0126 - Modern Languages and Linguistics

Course Combination: BA-FRSP-2-A

Type: Conflict-free - 8-hour day

Description:

Number of students: 5

Comments - Instructions

Course Requests

Program	Level	Category	Course
<input type="checkbox"/> BA-FRSP	2nd Year	C	FREN 2300

Disabling/ Enabling a Course Combination

Disabling

1. If you do not want to use a rolled course combination in the upcoming term, within the Course Editing Screen for that course combination, select the check-mark symbol in the top-right corner, which will change it to the bar symbol .
2. Then click "Save."

This feature disables the course combination so that it won't be used when scheduling, but saves the data to be rolled to a future term. If it was disabled in one term, it will roll to the subsequent like term as "disabled."

COURSE COMBINATION EDITING

[+ New](#) [Save](#) |< First < Previous > Next >| Last

General Information

Department: 0110 - Geography

Course Combination: BA/BS-ARGE-1-A

Type: Conflict-free - 8-hour day

Description:

Number of students: 6

Comments - Instructions

Course Requests

Program	Level	Category	Course	Requested Section	Section Term
<input type="checkbox"/> BA-ARGE or BS-ARGE	1st Year	C	ARKY 1000		
<input type="checkbox"/> BA-ARGE or BS-ARGE	1st Year	C	GEOG 1000		

Enabling

1. If you want to use a rolled disabled course combination in the upcoming term, within the Course Editing Screen for that course combination, select the bar symbol in the top-right corner, which will change it to the check-mark symbol .
2. Then click "Save."

The course combination will be applied when scheduling to create academic blocks.

COURSE COMBINATION EDITING

[New](#) [Save](#) |< First < Previous > Next >| Last

General Information

Department	D110 - Geography	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Course Combination	BA/BS-ARGE-1-A		
Type	Commit-ree - 8-hour day	Comments - Instructions	
Description			
Number of students	6		

Course Requests

Program	Level	Category	Course	Requested Section	Section Term
<input type="checkbox"/> BA-ARGE or BS-ARGE	1st Year	C	ARKY 1000		
<input type="checkbox"/> BA-ARGE or BS-ARGE	1st Year	C	GEOG 1000		

Deleting a Course Combination

If you want to permanently delete a course combination from the database (and subsequent rolled like-term databases), contact the RO Timetabling Unit to delete.

Adding a New Program

If you want to create a new course combination for a Program-Year that has not yet had a Course Combination created for it, contact the RO Timetabling Unit at timetabling@uleth.ca to create the program code.

Once the program has been created by the RO Timetabling Unit, the Dean's Office will be able to add new course combinations to it.