Time Schedule User's Guide for Clerkships

Updated: 04/18/17

Time Schedule Construction

Step 1: Set-up the Schedule

(1) Go to https://sdb.admin.washington.edu/sisdepttools/securid/TSconstrovr.aspx
Log in required: UW NetID, password, Secure ID

Ensure you're looking at the correct quarter for which you want to update. If you click on the tabs for each quarter, you can move between schedules for different quarters.

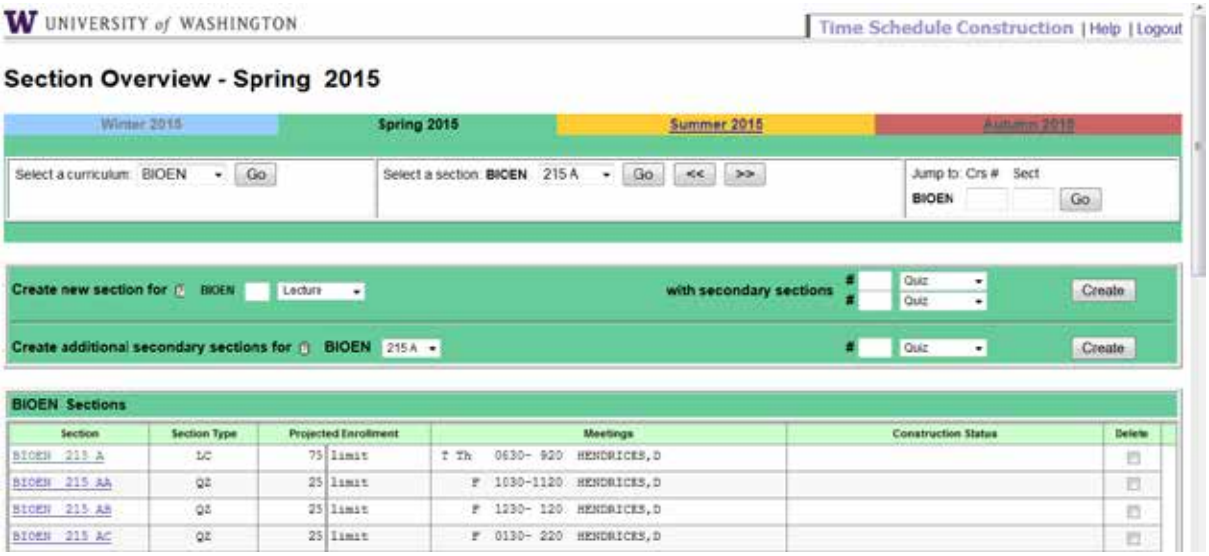


Fig. 1: TS Construction Main Screen

(2) Check the schedule against what your department will be offering for clerkships (or courses) for the quarter. Delete the clerkships/courses that won't be offered by checking the "Delete" box next to the section.

NOTE: Time schedule construction rolls over each year (ex. courses offered AUT 2015 will already be available for AUT 2016). If you added a clerkship or course after the time schedule deadline, you may need to add it again for the quarter for which you are scheduling.

Once you have selected all the clerkships/courses you need to delete, click the "Delete Sections" button at the bottom of the page.

(3) After this is done, you can add courses that are on your list to offer, but not yet on the time schedule:

To add a clerkship/course or new section:
Near the top of the page, enter the course number in the box next to "Create New Section". Click "Create" button. Note that if the clerkship(s) you want to add is not approved by the university, you will need to submit a new course application (or add the clerkship after it's been approved – instructions at the end of this document).

Step 2: Set-up Clerkships
This step is the most time consuming, as you need to go through the section detail page for each course and ensure they're all set up correctly. Follow these steps, however, and you'll get through the process in a breeze.

NAVIGATING THROUGH THE COURSES
You can quickly move between course sections by selecting a section from a dropdown menu at the top of the screen; OR you can click the arrow buttons (to move forward and backward, respectively); OR you can jump to a particular course by typing the number and section in the "Jump to Course # Box".

If you want to get back to the overview screen, click the "Go" button next to "Select a Curriculum".

Fig. 2: TS Construction Navigation

You will have a number of attributes for each section to edit to the coming quarter's specifications. The attributes from the last time the course was offered should be carried over, so you'll just have little to update for those. However, if the section is newly added, all of the attribute sections will be BLANK, so it is crucial that you do not miss a step.

Go ahead and scroll through the section detail page. You'll see the attribute categories:

- General Attributes
- Enrollment
- Meetings
- Entry Codes
- Enrollment Requirements and Exclusions
- Comment

You will need to save changes made to each attribute before moving to the next, or else all your changes will be lost. Each of these attribute categories will be discussed in detail in the following pages.

General Attributes:

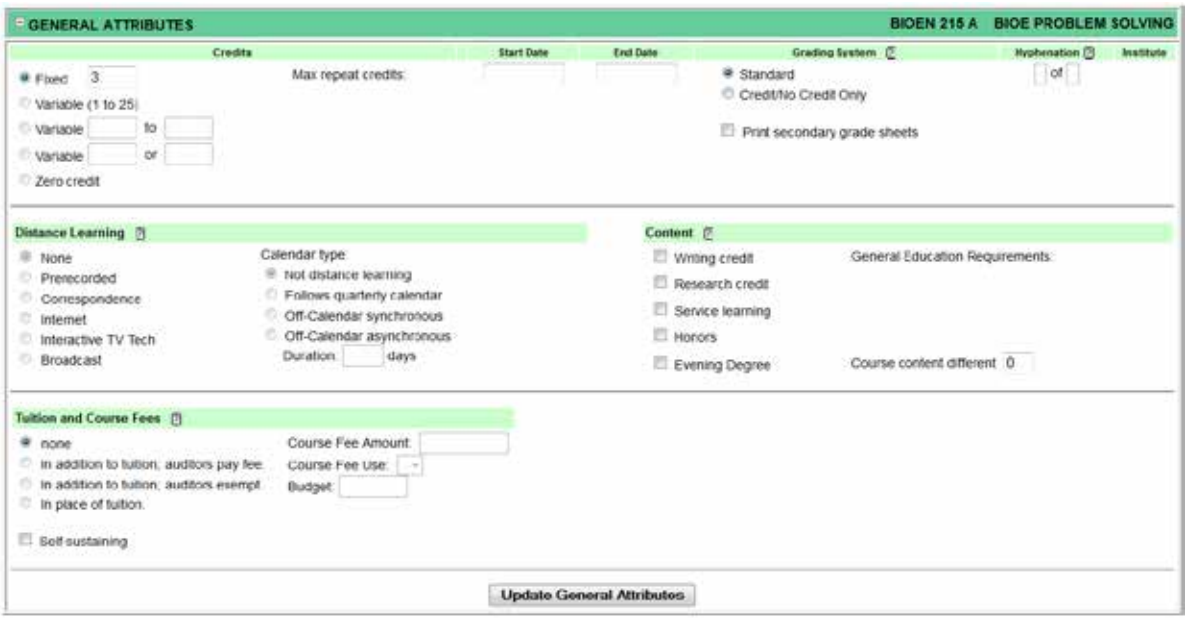


Fig. 2.1: TS Construction, General Attributes section

This is where you edit the number of credits offered for a course and the course's grading option. For permanent course numbers, you won't have to do anything here because the only credit and grading options available are already selected. However, for 697 or 699 special topics/away courses, you will need to be sure that the correct number of credits and the correct grading option are selected. Depending on the clerkship, you may be inputting a fixed number of credits or variable credits. When done, click on the button "Update General Attributes" and move on to the next section.

Enrollment

Fig. 2.2: TS Construction, Enrollment section

This is where you enter the enrollment of the course. If the course is joint with another, enter the joint course's departmental abbreviation (Curric), course number, section ID, and limit for that course. When done, click on the button "Update Enrollment Information" and move on to the next section.

Meetings

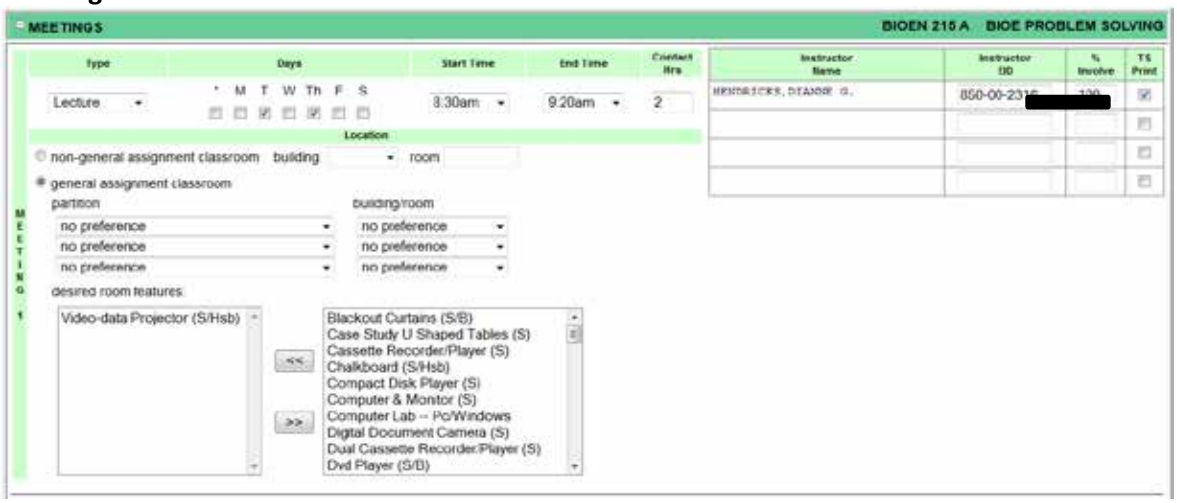


Fig. 2.3: TS Construction, Meetings sections. Up to 3 separate meetings can be scheduled

This is where you enter the "Meetings" information of the course. You are able to enter information for up to three class meetings. Select the type of meeting (clerkship) and the asterisk for no classroom needed. Since the instructor is variable, leave it blank.

Enrollment Requirements & Exclusions

This is where you edit the enrollment requirements and exclusions for the course. Ensure that the enrollment requirements and exclusions are correct. You can enter requirements or exclusions based upon college, major, or class standing. College is MED, major is Y. When done, click the "Update Requirements and Exclusions" button and move on to the next section. Most requirements will be for all three registration periods.

Comments

Fig. 2.6: Comments section

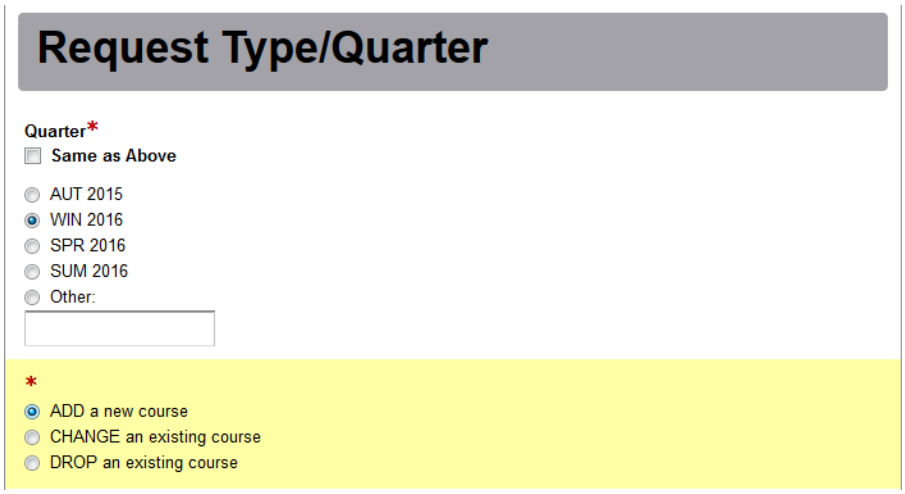
Here, you may view the automatic section comments generated from the course's enrollment requirements and exclusions. You may also enter additional section comments, such as a special topics course's name, or additional information about the status of a course. When done, click on the "Update Comments" button.

Adding a Course After A Time Schedule Deadline has Passed

Check to see if the Construction deadline has passed:
2017-2018 Time Schedule Production Calendar:
http://depts.washington.edu/registra/staffFaculty/calendars/tscal718.php

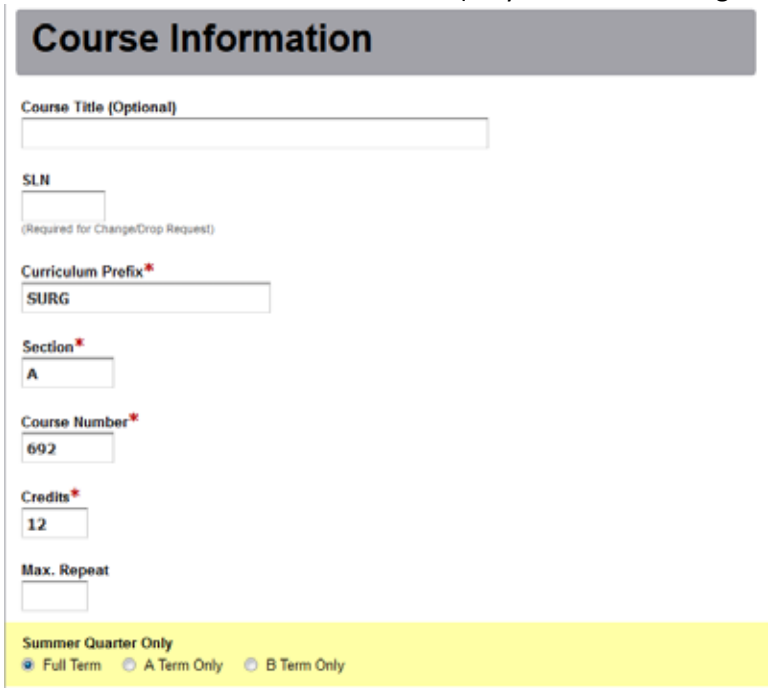
Health Sciences Time Schedule Changes Link: https://www.formstack.com/forms/hscrs-hscourseform

1. **Request Type and Quarter**
    a. Choose the quarter you are inputting for
    b. Click ADD a new course.

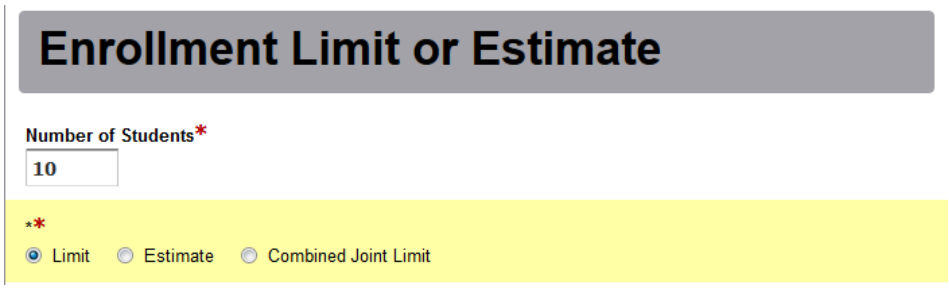


2. **Contact Information**
    a. Your name and email

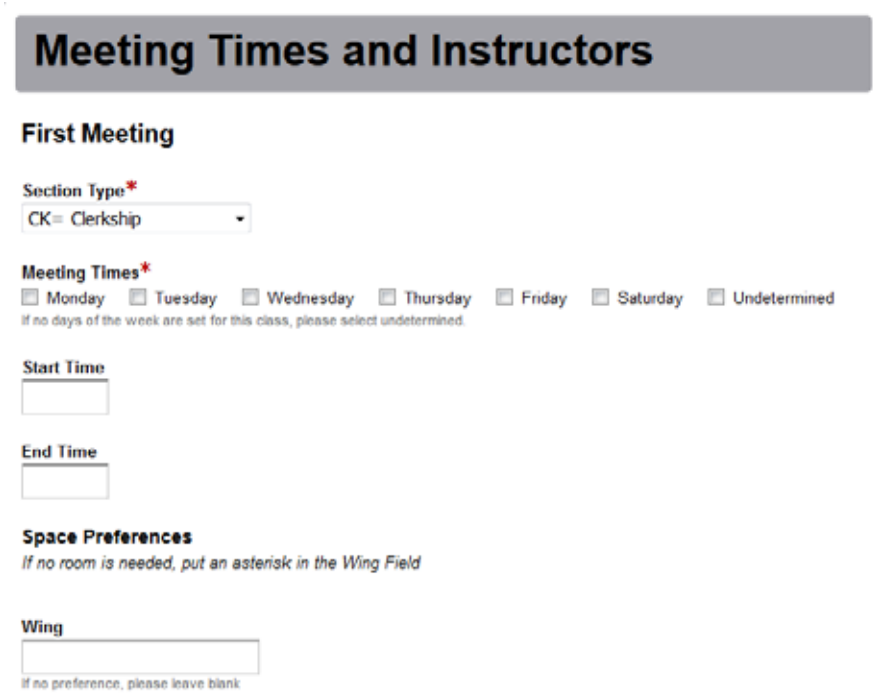
3. **Course Information**
    a. Curriculum Prefix: MED EM, SURG, OB GYN, etc.
    b. Section: A
    c. Course Number: 6XX (whatever your course number is)
    d. Credits: Depends on the credit limit for the course you are entering. Ex. 4, 8, 12, 4-8, * (*=variable)
    e. Summer Quarter ONLY: Full Term (only fill out if entering for summer quarter)



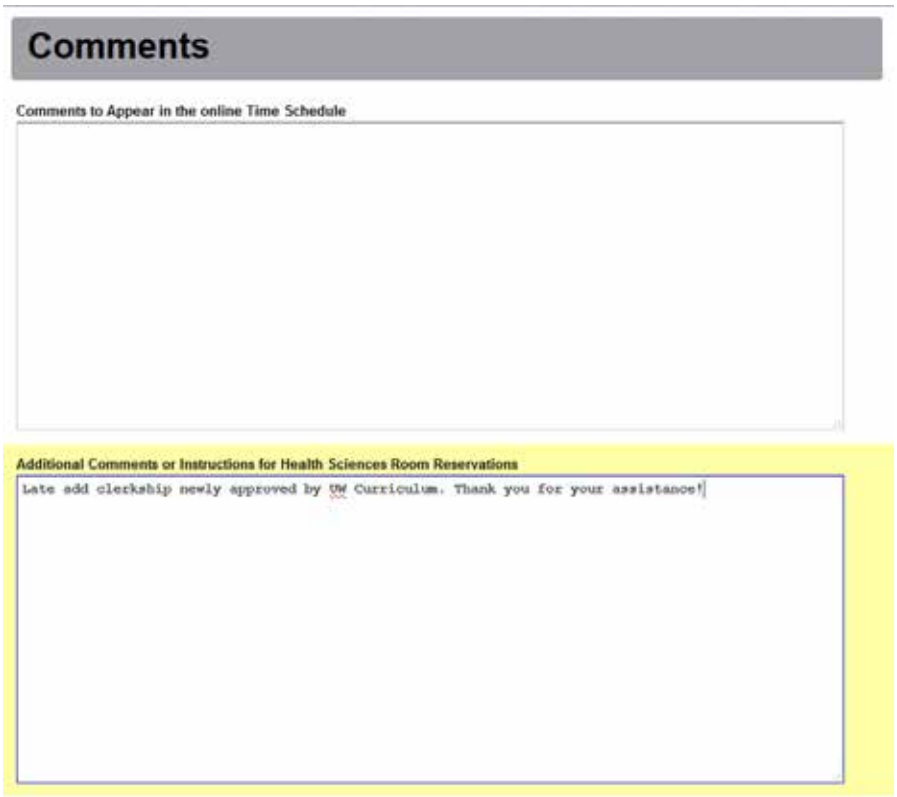
4. **Enrollment Limit or Estimate**
    a. Number of Students: 10 (can be a higher number, you want to make sure you've put in enough room for all clerkship rotations during a quarter)
    b. Choose "Limit"



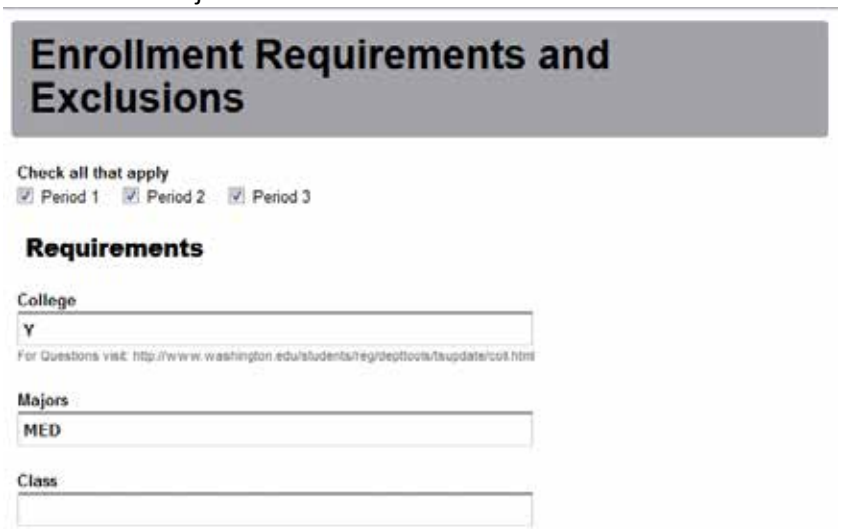
5. **Meeting Times & Instructors**
    a. Section Type: Clerkship
    b. Meeting Times: Undetermined
        i. Ignore start and end times
    c. Space Preferences:
        i. Wing: *
    d. Ignore the sections following the space for wing preference



6. **Comments**
    a. Additional Comments: Newly approved clerkship or Late add clerkship.
        i. I also always thank them for their assistance.



7. **Enrollment requirements & Exclusions**
    a. Check Period 1, Period 2, Period 3
    b. Requirements:
        i. College: Y
        ii. Majors: MED



8. Submit! You'll get confirmation from the Health Sciences Time Schedule Office within a few days.