Time Schedule User's Guide for Non-Clinical Electives

Updated: 9/15/23

Contents

User Guide Contents

This guide aims to help course administrators and faculty set up Non-clinical Electives in the Time schedule either via the Time Schedule Construction system or after the Time Schedule Construction deadline has passed via the Health Science Course ADD/CHANGE/REMOVE form.

Timeline:

Look up the Time Schedule Production Calendar: https://registrar.washington.edu/classrooms/ (usually linked here); example of:

- 2023-2024 Time Schedule Production Calendar
- 2024-2025 Time Schedule Production Calendar

Health Sciences also has a lot of information on their website:

- https://hsasf.hsa.washington.edu/instructional-support/crs/course-scheduling/

Access:

- You must email times@uw.edu to get Time Schedule construction access. You will also need an Entrust token or sign up for 2-Factor Authentication.
- Let us know if you have any questions, and we can help you before you reach out to Time Schedule access (somnce@uw.edu)
-

Time Schedule Construction

Time Schedule Construction is used for adding courses to the Time Schedule during the normal construction period. This is the best way to set up your courses and avoid issues with grade submissions.

- Once courses are entered into the Time Schedule Construction, the course information will roll over each year until you change or delete it. For example, if you enter a course for Winter 2023, it will roll over to Winter 2024 and all subsequent winter quarters with the same information.
- Time Schedule Construction Deadlines are found yearly in the UW Time Schedule Production Calendar.

Step 1: Set up the Schedule

- 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 you want to update. If you click on the tabs at the top for each quarter, you can move between schedules for different quarters.

Fig. 1: TS Construction Main Screen

- Check the schedule against what your department will offer for courses for the quarter. Check the "Delete" box next to the section to delete the courses that won't be offered.
- NOTE: Time schedule construction rolls over each year (e.g. courses offered in WIN 2023 will already be available for WIN 2024). If you added a course (or clerkship for clinical courses) after the scheduled deadline, you may need to add it again for the quarter you are scheduling.
- Once you have selected all the courses/clerkships you need to delete, click the "Delete Sections" button at the bottom of the page.
- 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 course (clerkship) or new section:

- Near the top of the page, enter the course number in the box next to "Create New Section." Click the "Create" button. Note that if the course(s) you want to add is not approved by the university, you must submit a new course application (or add the course after it's been approved – instructions at the end of this document).
- For Non-clinical electives with more than one section, you may need to create multiple sections of the same course number. Keep repeating the process of adding the course number and hitting the "create" button, until you have created the appropriate number of sections for your course. For most NCE's we have 2 or 3 sections.

Typical NCE Section Breakdowns (and note about WAMI tag):

Delivery	Section	Sites	Description	Grading
Offered In-person	A	Seattle	This is a registration bucket for Seattle students participating in an in-person course in Seattle.	Grades must be submitted at the end of the quarter by one faculty for ALL sections A, C, and B. So they will need to check with partner universities.
Offered In-person	C	Spokane	This is a registration bucket for Spokane students participating in an in-person course in Spokane.	Grades must be submitted at the end of the quarter by one faculty for ALL sections A, C, and B. So they will need to check with partner universities.
Offered In-person	B*	Wyoming, Alaska, Montana, Idaho	This is a registration bucket for Wyoming, Alaska, Montana, AND/OR Idaho students participating in an in-person course in Wyoming, Alaska, Montana, AND/OR Idaho. All sites do not have to have students participating, and it can be limited to one or two sites. This is for registration and so students have this on their UW transcript. Students also register at their local WAMI university.	Grades must be submitted at the end of the quarter by one faculty for ALL sections A, C, and B. So they will need to check with partner universities.
Offered Online	A	Seattle Spokane	This is a registration bucket for Seattle and Spokane students participating in an online course.	Grades must be submitted at the end of the quarter by one faculty for both sections A and B
Offered Online	B*	Wyoming, Alaska, Montana, Idaho	This is a registration bucket for Wyoming, Alaska, Montana, Idaho students participating in an online course with the Seattle and Spokane students. The only reason they are in a separate section is for tuition purposes in the 1st 18 mo of the medical school curriculum.	Grades must be submitted at the end of the quarter by one faculty for both sections A and B

- *Tag with the WAMI Tag

NOTE: What is the WAMI tag and WHY does the medical school use it?

We tag our section B or sections with the WAMI tag, this hides these sections from the Time Schedule BECAUSE for the 1st 18 months of medical school, these students register for their courses at partner universities and maintain a duplicate transcript with the primary institution (UW). However, for the 1st 18 months, they do not register themselves; we help them. So, we don't share the SLN registration codes with them to avoid confusion.

Step 2: Set-up Courses

This step is the most time-consuming, as you must go through each course's section detail page 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".

Winter 2024	Spring 2024	Summer 2024	Autumn 2024
Select a curriculum: MED ⌄ [Go]	Select a section: MED 503 A ⌄ [Go] [<<] [>>]		Jump to: Crs # Sect MED 503 A [Go]

Fig. 2: TS Construction Navigation

You will have several 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 have little to update for those. However, if the section is newly added, all attribute sections will be BLANK, so you mustn't 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 must save changes to each attribute before moving to the next, or all your changes will be lost. 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 fixed credits offered for a course and the course's grading option.

This section is crucial for WAMI students and NCEs! For Non-clinical electives, the grading MUST be CREDIT / NO CREDIT (CR/NC)! ALSO this is a WAMI section for Wyoming, Alaska, Montana, and/or Idaho students, then it MUST be self-sustaining (the self-sustaining box needs to be checked)! If it is for Seattle or Spokane students then the Self-sustaining box must NOT be checked. For 697 or 699 special topics/away courses, you must be sure that the correct number of credits and grading options are selected. You may input a fixed number of credits or variable credits depending on the course.
Here, you can add in your course fees. They must be already approved to be added here. If a new fee needs to be added or adjusted, the UW MUST approve all course fee changes/additions. To add or change a course Fee here is the FORM for UW. Here are instructions to add or change course fees: https://registrar.washington.edu/curriculum/guides/fees/

All NCE's must be Credit/No Credit, so that must be selected.

You can also update the learning modality as appropriate. If ONLY distance learning (meaning it is NEVER offered in-person or hybrid), the course may need a distance learning designation with the UW. This is processed via the UW Kuali System, and approval by the UW Curriculum Committee is required prior to it being listed as a DL course on the Time Schedule. If it is offered in person sometimes, then the course does not need DL approval or designation by the UW.
- Distance Learning in Kuali: https://registrar.washington.edu/curriculum/guides/distance-learning/

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 can enter information for up to three class meetings. Select the type of meeting (course) and the asterisk for no classroom needed. This is also where you can add your course faculty and grading delegates. The % needs to total to 100 and you can check who you want to appear on the Time Schedule by checking the blue box. NOTE: they will need a WAMI tag (which hides all courses from the time schedule) for WAMI students, so there is no need to publish faculty to the time schedule for sections tagged with the WAMI tag.

When creating your Seattle In-person Section A: If you need a classroom, enter the date, time, AV needs, and preferred location. A room will be assigned to you according to the construction production timeline.

When done, click on the button "Update Meetings" and move on to the next section.

ENTRY CODES

Fig. 2.4: TS Construction, Entry codes section

This is where you set your entry code or add codes if needed. The periods are the registration periods that are defined in the UW's Academic calendar. These periods vary each quarter and each year, so it's best to refer to the current year's registration periods if you want to know the dates for each quarter's registration periods. If you want to Add codes, click the "to ADD" boxes. It's safest to click for all periods. You can also add codes for a percentage of the enrollment plus additional. This is better for larger classes, numbers are based on your enrollment. If you do not want Add codes, then leave everything unchecked and blank. When done, click on the button "Update Entry Codes" and move on to the next section.

ENROLLMENT REQUIREMENTS & EXCLUSIONS

Fig. 2.5: TS Construction, enrollment Requirements & Exclusions section

College Code Help

College Code	College Name
A	- UNDERGRADUATE INTERDISCIPLINARY PROGRAMS
B	- COLLEGE OF BUILT ENVIRONMENT
C	- COLLEGE OF ARTS & SCIENCES
D	- COLLEGE OF THE ENVIRONMENT
E	- SCHOOL OF BUSINESS
H	- COLLEGE OF EDUCATION
J	- COLLEGE OF ENGINEERING
M	- SCHOOL OF PUBLIC HEALTH & COMMUNITY MED
N	- SCHOOL OF NURSING
O	- INTERSCHOOL OR INTERCOLLEGE PROGRAMS
P	- SCHOOL OF PHARMACY
Q	- SCHOOL OF PUBLIC AFFAIRS
R	- INTERDISCIPLINARY GRADUATE PROGRAMS
S	- THE INFORMATION SCHOOL
T	- SCHOOL OF SOCIAL WORK
U	- SCHOOL OF DENTISTRY
V	- UNIVERSITY OF WASHINGTON, BOTHELL
X	- SCHOOL OF LAW
Y	- SCHOOL OF MEDICINE
Z	- UNIVERSITY OF WASHINGTON, TACOMA

Fig. 2.6: TS Construction, enrollment Requirements & Exclusions section, College Code help

Major Code Help

An alphabetical listing of all UW majors and their abbreviated code. This list is only updated occasionally. (Last updated Feb 1, 2023.) A current list of major codes can be found in the BI Portal at https://edw.washington.edu/reports/report/Academics/Major_Codes.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

Major Name	Major Code	Major Pathway
ACADEMY FOR YOUNG SCH	UWACAD	00
ACCOUNTING	ACCTG	00
ACCOUNTING	ACCTG	01
ACCOUNTING	ACCTGX	01
ACCOUNTING (BOTHELL)	B ACCT	00
ACCOUNTING (TAC) MACC 1	T ACCT	10
ACCOUNTING (TAC) MACC 2	T ACCT	20
ACCOUNTING (TACOMA)	T ACCT	00

MECHANICAL ENGR (DS)	M E	22
MECHANICAL ENGR (DS)	M E	24
MECHANICAL ENGR (TEL)	M E	10
MECHANICAL ENGR(BIOMECH)	M E	05
MED SPCH-LANG PATHOLOGY	MEDSLP	00
MEDEX CERTIFICATE PROG	MEDXC	00
MEDEX DEGREE PROGRAM	MEDXD	00
MEDEX DEGREE PROGRAM EXT	MEDXD	10
MEDEX EXT MCHS PROGRAM	MEDXX	00
MEDEX MCHS PROGRAM	MEDXM	00
MEDEX ORAL HEALTH TH	MEDXOH	00
MEDIA & COM ST (BOTHELL)	B MCS	00
MEDICAL ENGINEERING	MED E	00
MEDICAL LAB SCIENCE	MLS	00
MEDICAL TECHNOLOGY	MED T	00
MEDICINAL CHEMISTRY	MEDCH	00
MEDICINE	MED	00
MEDICINE (OMS)	MED	10
MEDICINE CONCURRENT	MED C	00
MEDICINE VISITING	MED V	00
MICROBIOL (NANO & MOL E)	MICROM	15
MICROBIOLOGY	MICRO	00
MICROBIOLOGY & ASTROBIO	MICROM	20
MICROBIOLOGY (MED)	MICROM	00
MIL SCI & LEADERSHIP	M SCI	10
MILITARY SCIENCE	M SCI	00
MIXED METHODS EDUC SCI	MMES	00
MODERN HEBREW	MODHEB	00
MOL & CELL BIO: DATA SCI	MCB	20

Fig. 2.7: Construction, enrollment Requirements & Exclusions section, Major code help

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.

If ONLY medical students are wanted as enrolled students,
then the "**Enrollment Requirements**" should be:
- College is Y
- major is MED & MED C
- For all 3 registration Periods
- ==If you DO NOT want to limit enrollment to only medical students, then LEAVE these BOXES BLANK!== You can add codes to monitor enrollment if your course is open more broadly.
- *No need to populate class, group, or enrolled courses boxes.*

Nothing needs to be in the boxes for "Enrollment Exclusions" boxes either unless you want to exclude specific majors or colleges. 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.
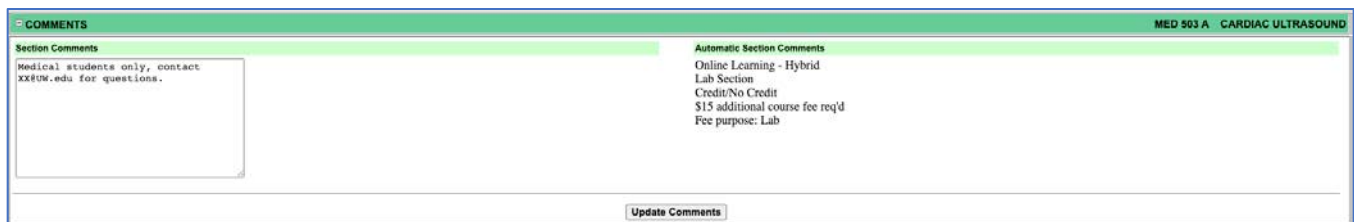
COMMENTS

Fig. 2.8: Comments section

You may view the automatic section comments generated from the course's enrollment requirements and exclusions here. 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:

Look up the Time Schedule Production Calendar: https://registrar.washington.edu/classrooms/ (usually linked here) example of
- 2023-2024 Time Schedule Production Calendar
- 2024-2025 Time Schedule Production Calendar

If you are familiar with the Construction System, you will recognize similar fields from construction to this form. This is the form that the Health Sciences uses to populate their System to update the Time Schedule for your course AFTER the Time Schedule is already created.

https://www.formstack.com/forms/hscrs-hscourseform

Completing the HS Time Schedule Course Form

The following pages has a breakdown of how to complete the HS form for adding typical Non-Clinical Electives. If you have questions reach out to somnce@uw.edu

Typical NCE Section Breakdowns (and note about WAMI tag):

Note: if you are adding multiple sections, then a new form submission will need to be entered for each section, here are some instructions about Typical NCE Sections – and a GRADING REMINDER!

Delivery	Section	Sites	Description	Grading
Offered In-person	**A**	Seattle	This is a registration bucket for Seattle students participating in an in-person course in Seattle.	Grades must be submitted at the end of the quarter by one faculty for ALL sections A, C, and B. So they will need to check with partner universities.
Offered In-person	**C**	Spokane	This is a registration bucket for Spokane students participating in an in-person course in Spokane.	Grades must be submitted at the end of the quarter by one faculty for ALL sections A, C, and B. So they will need to check with partner universities.
Offered In-person	**B***	Wyoming, Alaska, Montana, Idaho	This is a registration bucket for Wyoming, Alaska, Montana, AND/OR Idaho students participating in an in-person course in Wyoming, Alaska, Montana, AND/OR Idaho. All sites do not have to have students participating, and it can be limited to one or two sites. This is for registration and so students have this on their UW transcript. Students also register at their local WAMI university.	Grades must be submitted at the end of the quarter by one faculty for ALL sections A, C, and B. So they will need to check with partner universities.
Offered Online	**A**	Seattle Spokane	This is a registration bucket for Seattle and Spokane students participating in an online course.	Grades must be submitted at the end of the quarter by one faculty for both sections A and B
Offered Online	**B***	Wyoming, Alaska, Montana, Idaho	This is a registration bucket for Wyoming, Alaska, Montana, Idaho students participating in an online course with the Seattle and Spokane students. The only reason they are in a separate section is for tuition purposes in the 1st 18 mo of the medical school curriculum.	Grades must be submitted at the end of the quarter by one faculty for both sections A and B

- *Tag with the WAMI Tag

NOTE: What is the WAMI tag and WHY does the medical school use it?
We tag our section B or sections with the WAMI tag, this hides these sections from the Time Schedule BECAUSE for the 1st 18 months of medical school, these students register for their courses at partner universities and maintain a duplicate transcript with the primary institution (UW). However, for the 1st 18 months, they do not register themselves; we help them. So, we don't share the SLN registration codes with them to avoid confusion.

Request Type and Quarter

- Choose the quarter you are inputting for
- Click ADD a new course.

Health Sciences Course Form

For Upper Campus course changes please contact times@uw.edu

These forms are _not_ for student usage - to add/drop courses please contact the Registration Office at 543-8580.

Request Type/Quarter

Quarter *
- ○ SPR 2024 (make changes in TS Construction when possible)
- ● WIN 2024
- ○ AUT 2023
- ○ SUM 2023

Request Type *
- ● ADD a new course
- ○ CHANGE an existing course
- ○ DROP an existing course

Contact Information

- Your name and email, you can cc somnce@uw.edu if you want. 😊

Submitter's Information

Name (Course Coordinator) *

Jaime	Fitch
First Name	Last Name

Email *

jgrocock@uw.edu

CC: Email

somnce@uw.edu

Course Information

- Curriculum Prefix: FAMED, MED EM, CONJ, UCONJ, MED, etc.
- Section: A (typical for NCE are A, C, B)
- Course Number: 5XX (whatever your course number is)

- Credits: Depends on the credit limit for the course you are entering. Ex. 1, 2, 3

Course Information

SLN (5 digit number)

[   ]

(Required for Change/Drop Request)

Associated School *

[School of Medicine   ▾]

Is this a PCE Course?

☐ This is a PCE Course.

Course Prefix (Curriculum Abbreviation) *

[MED   ]

Course Number *

[569   ]

Course Section (Unique Letter) *

[A   ]

Course Title (Optional)

[this will autopopulate :-)]

Enrollment Limit or Estimate

- 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)
- Choose "Limit"

Enrollment Limit or Estimate

◉ Limit   ○ Estimate
(Joint Courses must use limit)

Number of Students *

[35   ]

Joint Course Information

- Most of the time, this section is blank.

Joint Course Information

Jointly Course Prefix

Joint Course Number

Joint Course Section Letter

This course is the responsible course
○ Yes   ○ No

Joint Limit (total # of limits of all joint courses)

Credits

- This is the section where you add the fixed credit amount.

Credits

Credits*
1

Credit Control
◉ Fixed (1)
○ Variable (X to Y) (2)
○ Variable (X or Y) (3)

Max Repeat

Meeting Times & Instructors

- Section Type: Seminar, Lecture. …
- Meeting Times: Undetermined (unless you need a class for a Seattle section A)
    o Ignore start and end times (unless you need a class for Seattle section A)
- Space Preferences:
    o Wing: * (specify wing, room, and capacity if need a space for Seattle)
- Add up to 3 grading Instructors or grading delegates.
    o Note: these people can submit grades at the end of the quarter.
    o A person MUST be identified to submit the grade for all course sections.
    o That person needs to verify that students received credit from all WWAMI sections.

Meeting Times and Instructors

First Meeting

Section Type*
LC = Lecture

Meeting Days*
☐ Monday ☐ Tuesday ☑ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Undetermined
If no days of the week are set for this class, please select undetermined.

Start Time
5:30

End Time
7:20

Space Preferences
If no room is needed, put an asterisk in the Wing Field

Wing
HSEB
If no preference, please leave blank

Room Number
421

Capacity
15

Instructor(s):
Enter up to three instructors' names and Employee IDs (xxx-xxx-xxx)

Instructor 1

Jane Doe
Name

00001111
EID (Required)

⦿ Visible
◯ Hidden
Visible on Time Schedule?

Instructor 2

Tom Smith

Meeting Times and Instructors

First Meeting

Section Type*
SM = Seminar

Meeting Days*
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☑ Undetermined
If no days of the week are set for this class, please select undetermined.

Start Time

End Time

Space Preferences
If no room is needed, put an asterisk in the Wing Field

Wing

If no preference, please leave blank

Room Number

Capacity

Instructor(s):
Enter up to three instructors' names and Employee IDs (xxx-xxx-xxx)

Instructor 1

Jane Doe
Name

00001111
EID (Required)

⦿ Visible
◯ Hidden
Visible on Time Schedule?

Sample of Meeting time with specific times (Seattle section) and undetermined (Spokane or WAMI).

If you put online only you may be asked if your course needs a DL Designation. If ONLY distance learning (meaning it is NEVER offered in-person or hybrid), the course may need a distance learning designation with the UW. This is processed via the UW Kuali System, and approval by the UW Curriculum Committee is required before it being listed as a DL course on the Time Schedule. If it is offered in person sometimes, then the course does not need DL approval or designation by the UW.
- Distance Learning in Kuali: https://registrar.washington.edu/curriculum/guides/distance-learning/

Room Requirements

Here you can add specific room requirements for in-person sessions.

Room Requirements

Please note that we will try to accommodate all request, but there is no guarantee. The less options checked the better chance of a room assignment. (Less is more!)

Equipment
☐ AV Bridge (USB camera/mic combo)
☐ Microphone
☐ Chalkboard
☐ Whiteboard
☐ Ethernet
☐ DVD Player
☐ X-ray Viewbox
☐ Other:

Furniture
☐ Movable Tablet Armchairs
☐ Fixed Tablet Armchairs
☐ Movable Furniture
☐ Tables and Chairs
☐ Fixed Furniture

Layout
☐ Classroom
☐ Auditorium/Lecture Hall
☐ Seminar/Conference Room
☐ Wet Lab

Course Fees

Here, you can add in your course fees. They must be already approved to be added here. If a new fee needs to be added or adjusted, the UW MUST approve all course fee changes/additions. To add or change a course Fee here is the FORM for UW. Here are instructions to add or change course fees: https://registrar.washington.edu/curriculum/guides/fees/

Course Fees

Fee Type
- ● In addition to tuition, auditors pay fee (1)   ○ In place of tuition (2)   ○ In addition to tuition, auditors exempt (3)

Fee Amount
15.00

Driver Worktag (2 letters followed by a series of numbers)
hp555555

Fee Purpose (Fee Use CD)
3 - Immunization/Medical

Non-standard Quarter Dates

All course dates must comply with UW quarters, however if your course is shorter than a typical quarter (only lasts a month or a week) you can put the length of your course in this field. This means if you are requesting rooms in Seattle, they will only find rooms for those dates.

Non-Standard Quarter Dates

Begin Date

End Date

Summer Quarter Only
○ Full Term   ○ A Term Only   ○ B Term Only

Attributes

This section is crucial for WAMI students and NCEs! All NCE's must be Credit/No Credit, so that must be selected. ALSO this is a WAMI section for Wyoming, Alaska, Montana, and/or Idaho students, then it MUST be self-sustaining (the self-sustaining box needs to be checked)! If it is for Seattle or Spokane students then the Self-sustaining box must NOT be checked.

Attributes (check all that apply)

- ☐ Allow Duplicate Enrollment
- ☑ Credit/No Credit Only (5)
- ☐ Combined Lecture Graded Sheet
- ☑ Self Sustaining

Self sustaining: WY, MY, AK, & ID students (Section B*, WAMI Tag)

Not Self-sustaining: Seattle & Spokane students (Sections A& C, NO WAMI Tag)

General Education Requirements

Typically non apply for NCE, but may apply for Undergrad and Graduate programs – check with Departments

Distance Learning

May apply but IF you are doing Distance Learning, then make sure your course has Distance Learning approval in Kuali. It may need to go back to the UW Curriculum Committee for Course approval if you are changing to an entirely online (no more in-person ever!) course.

If ONLY distance learning (meaning it is NEVER offered in-person or hybrid), the course may need a distance learning designation with the UW. This is processed via the UW Kuali System, and approval by the UW Curriculum Committee is required before it being listed as a DL course on the Time Schedule. If it is offered in person sometimes, then the course does not need DL approval or designation by the UW.
- Distance Learning in Kuali: https://registrar.washington.edu/curriculum/guides/distance-learning/

Hyphenated Course

Most courses don't have this, but if you do, clarify the course in the hyphenated sequence. Sample below.

Entry Codes

The default when you get to this section is NO add codes and NOTHING is selected. If you do not want to add codes then DO NOT CLICK ANYTHING IN THIS SECTION. Once you click a button in this section you cannot un-click them. So you would have to start the form fresh if you do NOT want to add codes and you accidentally clicked to make the buttons blue.

If you want to add codes it is suggested you get them for all periods. Just select the buttons to make them blue, see picture below. NOTE: If this is very close to the course start date- You will still need to reach out to somnce@uw.edu in 12-24 hours AFTER you get confirmation that this new course has been

Entry Codes

Entry Code Required

Entry Code Period 1
- ● Add
- ○ Drop

Entry Code Period 2
- ● Add
- ○ Drop

Entry Code Period 3
- ● Add
- ○ Drop

Enrollment Requirements and Exclusions

Same as on Time Schedule Construct you can limit Enrollment and also exclude groups.
- Check Period 1, Period 2, Period 3
- Requirements: (If you want to limit to **ONLY Medical students**, if not, then leave blank) You can include other colleges or majors, but you need to know the codes. The best way to search for codes is in the construction system (see above).
  - o College: Y
  - o Majors: MED & MEC C
- Exclusions: we tend to leave blank. You can exclude other colleges or majors, but you need to know the codes. The best way to search for codes is in the construction system (see above).

- Leave Class requirements and exclusions blank – if adding for undergraduate or graduate you may need to populate these fields. Check with Department.

Next page for screenshot…

Enrollment Requirements and Exclusions

Requirements

College Requirement

Y

For Questions visit: http://www.washington.edu/students/reg/depttools/tsupdate/coll.html

Majors Requirement

MED; MED C

Class Requirement(s)

☐ 01 = Freshman
☐ 02 = Sophomore
☐ 03 = Junior
☐ 04 = Senior
☐ 05 = Fifth Year (Post Baccalaureate)
☐ 06 = Non-matriculated
☐ 08 = Graduate School
☐ 11 = 1st Year Professional
☐ 12 = 2nd Year Professional
☐ 13 = 3rd Year Professional
☐ 14 = 4th Year Professional

The system can only accept 4 Class Requirements.

Check all that apply to the above requirements

☑ Period 1
☑ Period 2
☑ Period 3

Exclusions

College Exclusion

For Questions visit: http://www.washington.edu/students/reg/depttools/tsupdate/coll.html

Majors Exclusion

Class Exclusions

☐ 01 = Freshman
☐ 02 = Sophomore
☐ 03 = Junior
☐ 04 = Senior
☐ 05 = Fifth Year (Post Baccalaureate)
☐ 06 = Non-matriculated
☐ 08 = Graduate School
☐ 11 = 1st Year Professional
☐ 12 = 2nd Year Professional
☐ 13 = 3rd Year Professional
☐ 14 = 4th Year Professional

The system can only accept 4 Class Exclusions.

Check all that apply to the above requirements

☐ Period 1
☐ Period 2
☐ Period 3

Comments

Here you can say whatever you want to students. This will be published on the Time Schedule. It is an additional note and contact, visible to students. Keep it brief.

Comments

Comments to appear in the online Time Schedule

Medical students only. Please contact Jane Doe for questions at xx@uw.edu. ...

Additional Information

- This is to the Health Sciences office for additional notes or considerations.

For sections that are for WY, AK, MT, and ID students: ADD THE Additional comment "Please add a WAMI tag this section is for WY, AK, MT, and ID Medical students." Reminder – adding the WAMI tag means it will be hidden from the time schedule, and the UWSOM will work with the regional folks to register these students. DO NOT ADVERTISE TO STUDENTS WITHOUT TALKING TO SOMNCE@UW.EDU FIRST. We send out information that does not include registration information so that students do not get charged incorrectly.

- It never hurts to say thank you to Health sciences folks!

Additional Information

Additional Information or Instructions for Health Sciences Room Reservations

Please add a WAMI tag this section is for WY, AK, MT, and ID Medical students. Thank you so much for your time! |

Submit Form

You'll get confirmation from the Health Sciences Time Schedule Office (changes@uw.edu) within a few days.