

Timetabling

Fall/12 and Winter/13

Online Tutorial Academic Advising



THOMPSON RIVERS
UNIVERSITY

KAMLOOPS, BC



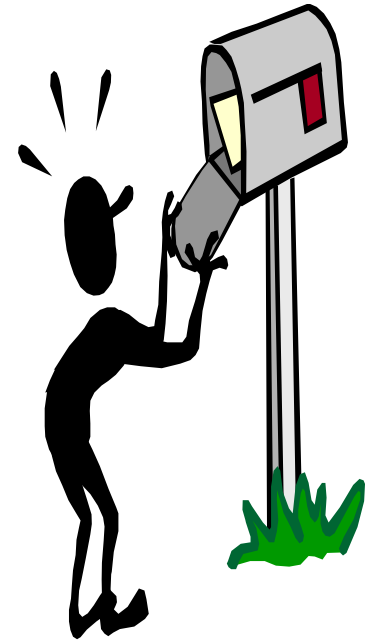
Introduction

- **This tutorial will show you how to create your own personalized timetable**
- **It will take about 10 minutes to complete**



Registration takes place during June and July in Kamloops

- Registration Information will be mailed to you sometime in early June
- Continuing TRU students enroll for their courses in June
- All new or returning 1st and 2nd year students enrol for their Fall and Winter courses in July
- You will be given a specific date and time to enrol



All Students Take Note...everyone will be sent a Registration Notice

- A letter with your Date and Time to enrol for your courses
 - If you miss your date, you can enrol for courses at any later time, but classes may be full and force you to waitlist
- The myTRU Brochure

To find available courses, you must go online for the Course Schedule

The Schedule will show times, days, instructors, and seat availability for each course offered by semester



Who needs to make a Timetable?

- Students taking any of the following programs:
- **DEGREES** Arts, Business, Elementary Education including Physical Education, Fine Arts, Journalism, Natural Resource Science, Science, Social Work, Bachelor Computing Science, Technology, Tourism and University Transfer
- **UNIVERSITY PREPARATION** Upgrading Classes, English as a Second or Additional Language



Why Make a Timetable?

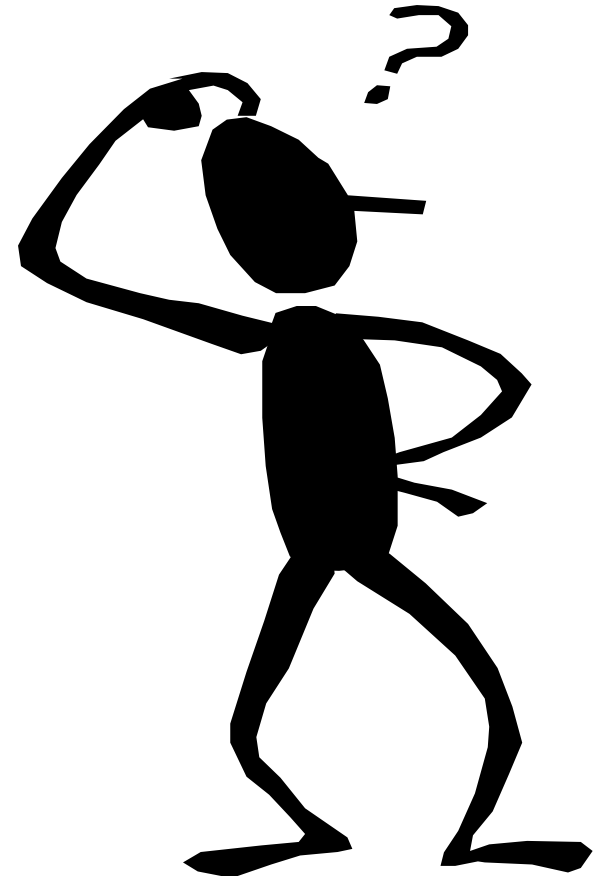
- Ensure your schedule is conflict free
- Quickly see whether you have all required or linked components for your timetable:
Lecture, Seminars and Labs
- It's a good way to see what your day will look like
- You can plan your work schedule around your courses

Whether you enrol online or in-person you **MUST** have a conflict free timetable



What you need?

- Refer to the Registration section of Website – Choosing and Timetabling Courses (www.tru.ca)
- Refer to TRU's Online [Calendar](#) to read program information and course descriptions
- Pencil and Eraser
- List of the courses you want to take for the Fall and Winter semesters
- TRU's Online [Schedule](#)



Download two blank [Timetable/Worksheets](#)



Need Help Choosing courses?

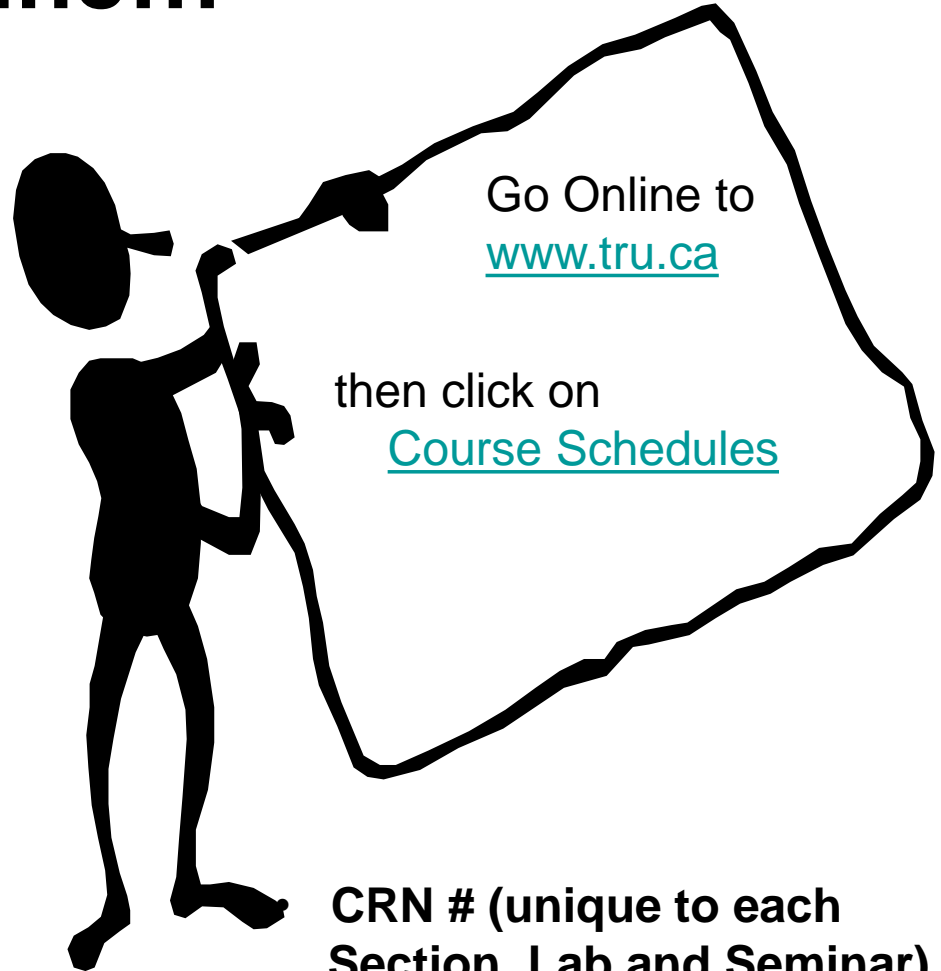
- Contact an Academic Advisor early
- Call office to find out about appointment or walk-in times (250) 828-5075 or email advising@tru.ca (include name, program, TRU # and Phone #)
- Advisors are available to help you during the registration period
- The maximum course load each semester is 5 courses



Course Schedule – available exclusively online...

Schedule outlines:

- Courses for Fall and Winter Semesters
- Section Numbers, Seminars and Labs
- Times
- Days of the week
- Room numbers
- Instructor's name
- Capacity/Number of Seats
- Course descriptions noting linked sections and pre-requisites



Reading the Schedule

Select Fall or Winter

At Subject – select your course – either scroll down to find it -or

Quick Edit - type in the first 3 letters of your course (ex: soc for Sociology – will bring you to the first course beginning with the letters ‘soc’)

Course Number – enter in 4-digit number (optional)

Campus (optional)

Course Level - All, Undergraduate, Graduate, or University Preparation (optional)

Select – **Class Search**

Class Schedule Search

Subject:

Course Number:

Title:

Schedule Type:

Credit Range: hours to hours

Campus:

Course Level:

Part of Term:

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun



Other Quick Edits

Makes it easier to find your courses

- **Want to search** for more than one course at a time? Hold down the 'CTRL' key, scroll to find additional subject, click to highlight
- **ESAL Courses** – type in 'English then scroll down to find all 'English as a Second or Add Language' courses



Reading Course Schedule (cont'd)

- Class Schedule Screen -

The screenshot shows a web browser window titled 'Class Schedule Listing - Windows Internet Explorer'. The address bar shows the URL: https://banssbprod.tru.ca/banprod/bwkschd.p_get_crse_unsec. The main content area displays the following information:

An Introduction to Canadian History (2,1,0) - 10602 - HIST 1120 - 02

Students choosing Lecture 02 must enroll in HIST 1120 S03 or S04.
 Associated Term: Fall 2010
 Registration Dates: Jun 07, 2010 to Sep 07, 2010
 Levels: Undergraduate
 Instructors: Tina Block (P)

Kamloops Campus
 Lecture Schedule Type
 Classroom-based Instructional Method
 3.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Lecture	1:30 pm - 3:20 pm	M Arts and Education 108	Sep 08, 2010 - Dec 18, 2010	Lecture	Tina Block (P)

An Introduction to Canadian History (2,1,0) - 10612 - HIST 1120 - 03

Students choosing Lecture 03 must enroll in HIST 1120 S05 or S06.
 Associated Term: Fall 2010
 Registration Dates: Jun 07, 2010 to Sep 07, 2010
 Levels: Undergraduate

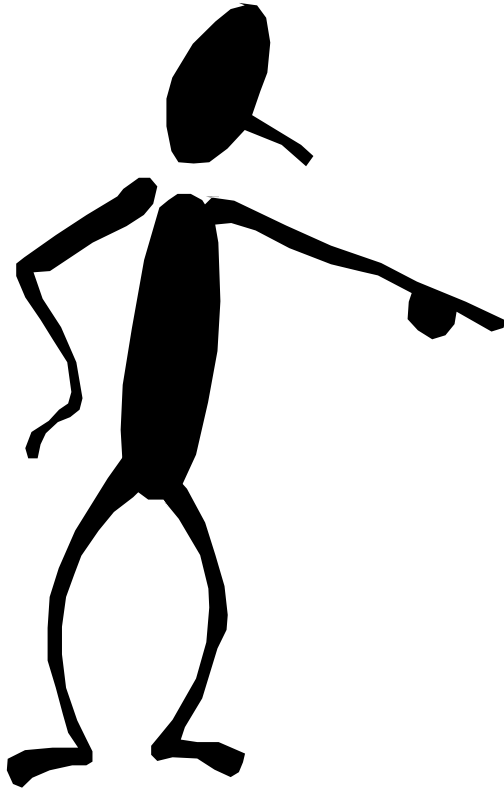
Lecture Section #
 Scroll down to view multiple section of same course
Click on Title –
 gives course capacity
Click on View
Catalog Entry –
 read Course Description and
Note the Linked
Courses (Seminars and Labs)

Note CRN # (Course Registration Number) – each course has a unique CRN as does each Lab and Seminar – Write this # on your Timetable/Worksheet – it is needed when you register



Download the [‘How to Read Schedule’](#)

Reading the Schedule



- Classes are from Monday to Friday
 - They can be scheduled anytime between 8:30 am and 9:20 pm
 - Typically classes run
 - * 50 minutes,
 - * 1 hour & 50 minutes,
 - * 2 hours & 50 minutes,
... and sometimes even
 - * 3 hours & 50 minutes
- Some classes run twice per week for 1 hour 20 minutes each



Timetable

Always make sure that your courses are Conflict-Free and do not overlap each other



myTRU Timetable Worksheet

Course (eg. SSATH 1140)	Lecture CRN # (eg. 10717)	Lab/Seminar CRN # (eg. 10759)	Alternate Section Choice(s)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 AM – 9:20 AM					
9:30 AM – 10:20 AM					
10:30 AM – 11:20 AM					
11:30 AM – 12:20 PM					
12:30 PM – 1:20 PM					
1:30 PM – 2:20 PM					
2:30 PM – 3:20 PM					
3:30 PM – 4:20 PM					
4:30 PM – 5:20 PM					
5:30 PM – 6:20 PM					
6:30 PM – 7:20 PM					
7:30 PM – 8:20 PM					
8:30 PM – 9:20 PM					

Each square is a 50 minute class

Classes run from either:

- a) one hour (ie. 11:30 – 12:30)
- b) one hour and 30 minutes (1:30 – 3:00)
- c) two hours and 30 minutes (2:30 – 5:00)
- or
- d) three hours and 30 minutes (3:30 – 7:00)

Classes run on the half hour (8:30, 9:30, 10:30) and end at ten minutes to the half hour (9:20, 10:20, 11:20)

It is also possible that you may have a night class. These typically start at 6:30 pm and run until 9:20 pm.

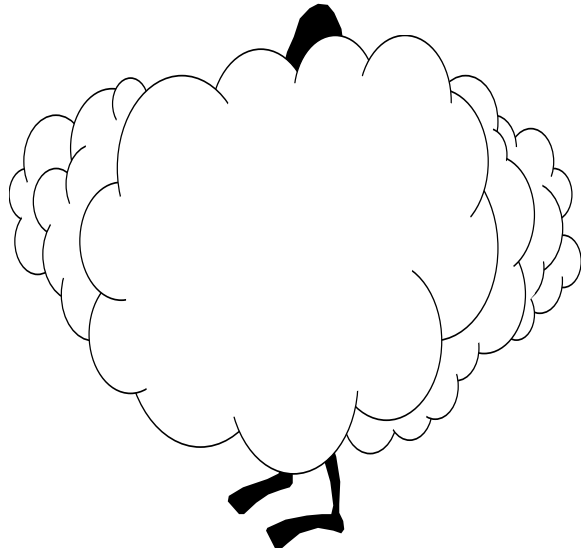
Days of the Week?

- We use abbreviations for the weekdays
 - M = Monday
 - T = Tuesday
 - W = Wednesday
 - R = Thursday
 - F = Friday
 - S = Saturday
 - N = Sunday



The Schedule

- There are three components to the schedule. All must become part of your timetable. They are linked in the schedule.



LECTURES

SEMINARS

LABS

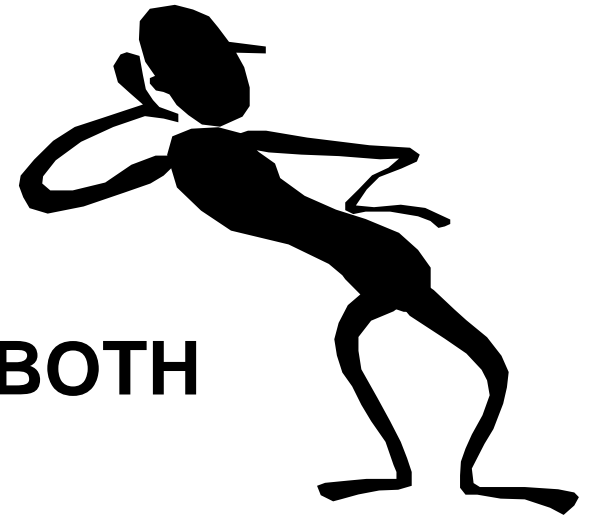


Lectures

What is a Lecture??

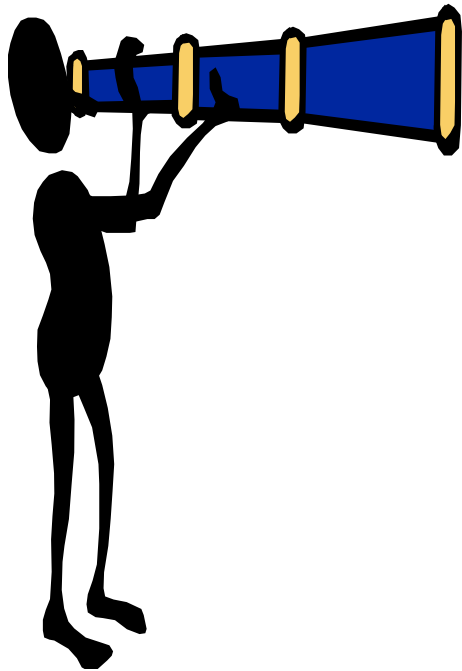
- It's a talk given by Instructors to their class, notes should be taken, as you may be tested on the material covered in class
- Some Lectures require that you take a Seminar or Lab
- If so, there will be a comment indicating that a Seminar or Lab is LINKED

You will need to register into BOTH the Lecture Section and the Seminar or Lab Sections



Seminars

What is a Seminar??



- Lectures are often divided into small groups called seminars
- You may do presentations, discuss your readings, ask questions, or do group activities
- Seminars are listed below a section
- If you need a Seminar, the Lecture will indicate this either under the Title or in the Course Description



Labs

What is a Lab?

- Labs are practical applications of material learned in the classroom
- Labs are required for most sciences
- If you need a Lab, the will Lecture will indicate this either under the Title or in the Course Description



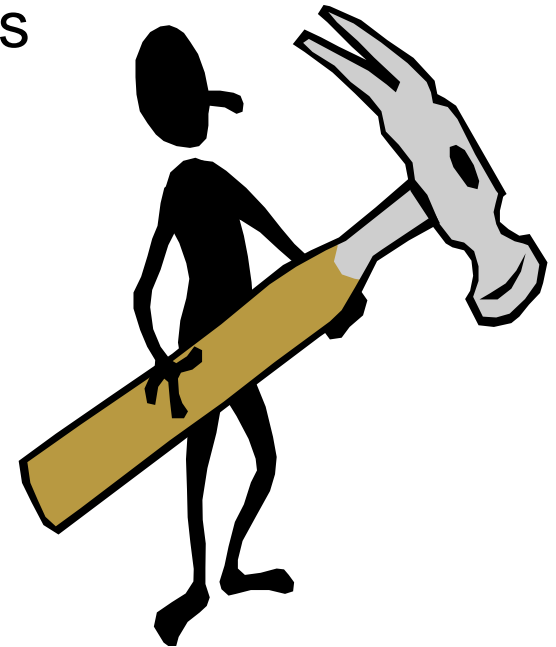
What to look for in the Schedule

- Lecture sections are written in the schedule as a number: 01, 02, etc. These Lectures are one semester in length
- 90 Lecture sections refer to 3000/4000 level courses (3rd and 4th year) and are two semesters in length



Creating a Timetable

- You will need to make a timetable for both the Fall and Winter semesters
- Schedule your courses with the fewest Lecture Sections first
- Listed below are a few courses which we will use to begin building a Fall Timetable: Math 1000
Biology 1110
History 1120



Note: Maximum amount of courses per semester is 5

Biology 1110

- The next screen will show Biology 1110 as it appears in the online Fall Course Schedule
- NOTICE there are 2 Lecture Sections
- There are multiple Lab Sections (scroll down to find the lab times)
- Check either the comment directly below the title or click on the title for more information
- You must take one Lecture Section and one Lab Section



Biology 1110

Sections Found

[Principles of Biology 1 \(3,0,3\)\(L\) - 11257 - BIOL 1110 - 01](#)

Associated Term: Fall 2010
Registration Dates: Jun 07, 2010 to Sep 07, 2010
Levels: Undergraduate
Instructors: Cynthia Marie Friedman (P)

Kamloops Campus
Lecture Schedule Type
Classroom-based Instructional Method
3,000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Lecture	11:30 am - 12:20 pm	MWF Clock Tower T200	Sep 08, 2010 - Dec 18, 2010	Lecture	Cynthia M. Friedman (P)

[Principles of Biology 1 \(3,0,3\)\(L\) - 11258 - BIOL 1110 - 02](#)

Associated Term: Fall 2010
Registration Dates: Jun 07, 2010 to Sep 07, 2010
Levels: Undergraduate
Instructors: Eric R. Littley (P)

Lecture
Section 01

Lecture
Section 02

Scroll
Down to
find Labs

Note the CRN number, needed when you register

Biology 1110

Lecture

myTRU Timetable Worksheet

Course (eg. MATH 1140)	Lecture CRN # (eg. 10757)	Lab/Seminar CRN # (eg. 10759)	Alternate Section Choice(s)
1. <u>Biol 1110</u>	<u>CRN # 11267</u>	_____	_____
2. <u>a</u>	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Section 01 runs:

M - W - F

11:30 to 12:20 am

Room CT 200

Instructor: Friedman

CRN # 11257

(note CRN # for section 02
of Biology 1110 is
different)

Put this info on your Timetable

Note: Sometimes TBA is
used in place of Instructor's
name. It means "To be
Announced"

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 AM - 9:20 AM					
9:30 AM - 10:20 AM					
10:30 AM - 11:20 AM					
11:30 AM - 12:20 PM	Biol 1110 Section 01 CT 200 Friedman CRN 11257		Biol 1110 Section 01 CT 200 Friedman CRN 11257		Biol 1110 Section 01 CT 200 Friedman CRN 11257
12:30 PM - 1:20 PM					
1:30 PM - 2:20 PM					
2:30 PM - 3:20 PM					
3:30 PM - 4:20 PM					
4:30 PM - 5:20 PM					
5:30 PM - 6:20 PM					
6:30 PM - 7:20 PM					
7:30 PM - 8:20 PM					
8:30 PM - 9:20 PM					



Biology 1110

Lecture and Lab

In the Schedule, the labs for Biology 1110 are listed under two Lecture Sections

There are multiple times for the labs - you must choose ONE Lab Section AND you must choose a lab attached to your chosen section - Make note of CRN

All Biology labs run for 2 hours and 50 minutes

REMEMBER - Block out three boxes on your Timetable for Lecture and three boxes for Lab

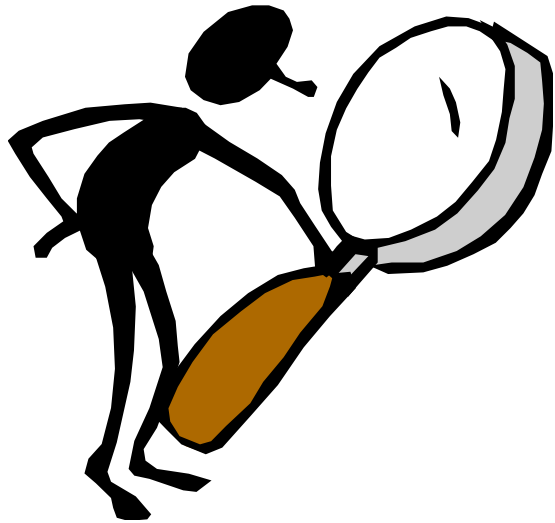


myTRU Timetable Worksheet

Course (eg. MATH 1140)	Lecture CRN # (eg. 10757)	Lab/Seminar CRN # (eg. 10759)	Alternate Section Choice(s)
1. Biology 111	CRN # 11257	CRN # 11263	
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 AM – 9:20 AM			Biol 1110 Lab 05 Science 260 Friedman CRN 11263		
9:30 AM – 10:20 AM			↓		
10:30 AM – 11:20 AM					
11:30 AM – 12:20 PM	Biol 1110 Section 01 CT 200 Friedman CRN 11257		Biol 1110 Section 01 CT 200 Friedman CRN 11257		Biol 1110 Section 01 CT 200 Friedman CRN 11257
12:30 PM – 1:20 PM					
1:30 PM – 2:20 PM					
2:30 PM – 3:20 PM					
3:30 PM – 4:20 PM					
4:30 PM – 5:20 PM					
5:30 PM – 6:20 PM					
6:30 PM – 7:20 PM					
7:30 PM – 8:20 PM					
8:30 PM – 9:20 PM					

History 1120 Lecture and Seminar



- Read carefully the information under each section of History 1120
- History **REQUIRES** a seminar so you must enroll into both a Lecture Section and a Seminar Section
- Ensure you choose the Seminar corresponding to the Lecture Section you pick

Section 01 - Seminars 01 or 02

Section 02 - Seminars 03 or 04

Section 03 - Seminars 05 or 06



History 1120

An Introduction to Canadian History (2,1,0) - 10602 - HIST 1120 - 02

*****Students choosing Lecture 02 must enroll in HIST 1120 S03 or S04.*****
Associated Term: Fall 2010
Registration Dates: Jun 07, 2010 to Sep 07, 2010
Levels: Undergraduate
Instructors: Tina Block (P)

Kamloops Campus
Lecture Schedule Type
Classroom-based Instructional Method
3.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Lecture	1:30 pm - 3:20 pm	M	Arts and Education 108	Sep 08, 2010 - Dec 18, 2010	Lecture	Tina Block (P)

An Introduction to Canadian History (2,1,0) - 10612 - HIST 1120 - 03

*****Students choosing Lecture 03 must enroll in HIST 1120 S05 or S06.*****
Associated Term: Fall 2010
Registration Dates: Jun 07, 2010 to Sep 07, 2010
Levels: Undergraduate

History 1120 Lecture

History 1120 section 02 has been chosen for this example

Runs Mondays from 1:30 pm to 3:20 pm

- Make note of CRN

myTRU Timetable Worksheet

Course (eg. MATH 1140)	Lecture CRN # (eg. 10757)	Lab/Seminar CRN # (eg. 10759)	Alternate Section Choice(s)
1. <u>Biology 1110</u>	<u>CRN # 11257</u>	<u>CRN # 11263</u>	_____
2. <u>Hist 1120</u>	<u>CRN # 10602</u>	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 AM – 9:20 AM			Biol 1110 Lab 02 Science 260 Friedman CRN 11263		
9:30 AM – 10:20 AM			↓		
10:30 AM – 11:20 AM					
11:30 AM – 12:20 PM	Biol 1110 Section 01 CT 200 Friedman CRN 11257		Biol 1110 Section 01 CT 200 Friedman CRN 11257		Biol 1110 Section 01 CT 200 Friedman CRN 11257
12:30 PM – 1:20 PM					
1:30 PM – 2:20 PM	Hist 1120 Section 02 AE 100 Block CRN 10602				
2:30 PM – 3:20 PM	↓				
3:30 PM – 4:20 PM					
4:30 PM – 5:20 PM					
5:30 PM – 6:20 PM					
6:30 PM – 7:20 PM					
7:30 PM – 8:20 PM					
8:30 PM – 9:20 PM					



REMEMBER - Block out two boxes on your Timetable for Lecture

History 1120 Lecture and Seminar

History seminar chosen runs Wednesday from 1:30 to 2:20

- Make note of CRN

Seminars are a required component of this course

- Make note of CRN

myTRU Timetable Worksheet

Course (eg. MATH 1140)	Lecture CRN # (eg. 10757)	Lab/Seminar CRN # (eg. 10759)	Alternate Section Choice(s)
1. Biology 1110	CRN # 11257	CRN # 11263	
2. <u>Hist 1120</u>	<u>CRN # 10602</u>	<u>CRN # 10611</u>	
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 AM – 9:20 AM			Biol 1110 Lab 02 Science 260 Friedman CRN 11263		
9:30 AM – 10:20 AM			↓		
10:30 AM – 11:20 AM					
11:30 AM – 12:20 PM	Biol 1110 Section 01 CT 200 Friedman CRN 11257		Biol 1110 Section 01 CT 200 Friedman CRN 11257		Biol 1110 Section 01 CT 200 Friedman CRN 11257
12:30 PM – 1:20 PM					
1:30 PM – 2:20 PM	Hist 1120 Section 01 AE 100 Block CRN 10602		Hist 1120 Seminar 04 AE 263 Block CRN 10611		
2:30 PM – 3:20 PM	↓				
3:30 PM – 4:20 PM					
4:30 PM – 5:20 PM					
5:30 PM – 6:20 PM					
6:30 PM – 7:20 PM					
7:30 PM – 8:20 PM					
8:30 PM – 9:20 PM					



REMEMBER - Block out one box on your Timetable for the Seminar

Math 1000



Class Schedule Listing - Windows Internet Explorer

https://banssbprod.tru.ca/banprod/bwckschd_p_get_crse_unsec

Class Schedule Listing

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	1:30 pm - 2:20 pm	MTWRF	Old Main Building 2402	Sep 08, 2010 - Dec 18, 2010	Lecture	Lesley M. Robinson (P)

Pre-Calculus (5,0,0) - 10690 - MATH 1000 - 03

Associated Term: Fall 2010
Registration Dates: Jun 07, 2010 to Sep 07, 2010
Levels: Undergraduate
Instructors: Lesley Mary Robinson (P)

Kamloops Campus
Lecture Schedule Type
Classroom-based Instructional Method
3.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	4:30 pm - 5:20 pm	MWR	Old Main Building 2791	Sep 08, 2010 - Dec 18, 2010	Lecture	Lesley M. Robinson (P)
Class	4:30 pm - 6:20 pm	T	Old Main Building 2791	Sep 08, 2010 - Dec 18, 2010	Lecture	Lesley M. Robinson (P)

There are **NO** Seminars or Labs indicated as required for the Lecture Sections of Math 1000



Pick one Lecture Section which will not conflict with Biology 1110 or History 1120

Mathematics 1000

Notice that this section runs M, W, R, from 4:30 to 5:20 pm, but also runs on Tuesdays from 4:30 to 6:20 pm

-This way there is not Friday afternoon class

- Make note of CRN

REMEMBER - Block out one box on Timetable for each day the class is run, and two boxes for Tuesdays



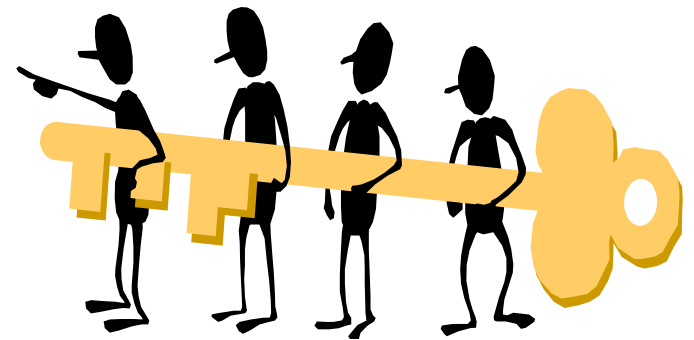
myTRU Timetable Worksheet

Course (eg. MATH 1140)	Lecture CRN # (eg. 10757)	Lab/Seminar CRN # (eg. 10759)	Alternate Section Choice(s)
1. <u>Biology 1110</u>	<u>CRN # 11257</u>	<u>CRN # 11263</u>	_____
2. <u>Hist 1120</u>	<u>CRN # 10602</u>	<u>CRN # 10611</u>	_____
3. <u>Math 100</u>	<u>CRN # 10690</u>	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 AM – 9:20 AM			Biol 1110 Lab 02 Science 260 Friedman CRN 11263		
9:30 AM – 10:20 AM			↓		
10:30 AM – 11:20 AM					
11:30 AM – 12:20 PM	Biol 1110 Section 01 CT 200 Friedman CRN 11257		Biol 1110 Section 01 CT 200 Friedman CRN 11257		Biol 1110 Section 01 CT 200 Friedman CRN 11257
12:30 PM – 1:20 PM					
1:30 PM – 2:20 PM	Hist 1120 Section 01 AE 100 Block CRN 10602		Hist 1120 Seminar 04 AE 263 Block CRN 10611		
2:30 PM – 3:20 PM	↓				
3:30 PM – 4:20 PM					
4:30 PM – 5:20 PM	Math 100 Section 03 OM 2791 Robinson CRN 10690	Math 100 Section 03 OM 2791 Robinson CRN 10690	Math 100 Section 03 OM 2791 Robinson CRN 10690	Math 100 Section 03 OM 2791 Robinson CRN 10690	
5:30 PM – 6:20 PM			↓		
6:30 PM – 7:20 PM					
7:30 PM – 8:20 PM					
8:30 PM – 9:20 PM					

Workload

- The **maximum** number of courses you may take per semester is Five – in any combination of registered and waitlisted courses
- The **‘Rule of Thumb’** is that for every hour you spend in class, you should spend 2 to 3 hours doing homework

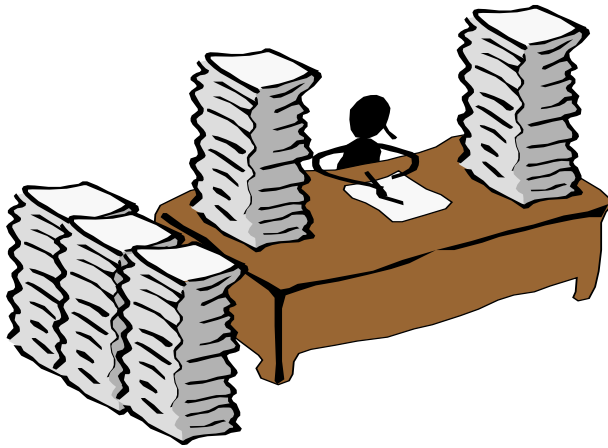


Attending Winter semester Only?

- Simply enrol for Winter **ONLY** and don't worry about Fall
- **Enrol Online** or in-person on your day
- Pay \$300 tuition deposit
- If you wait until later, there may not be any seats available



We enrol by a Priority system...



All Continuing Students must obtain a 2.0 g.p.a. to maintain their registration priority for next year

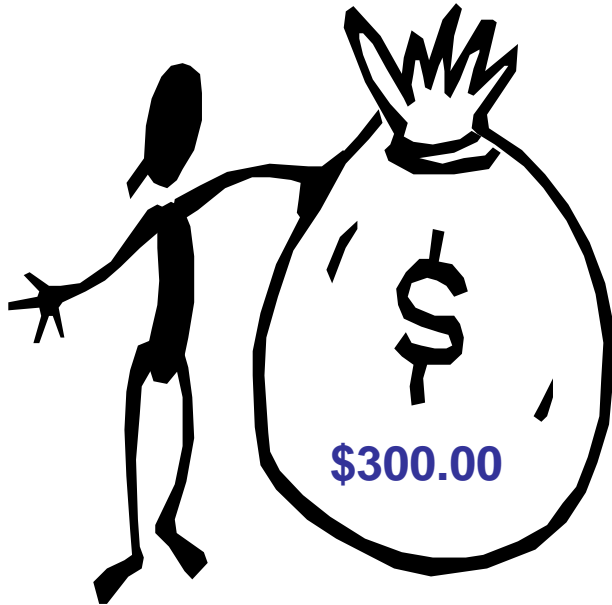
- Current students register before new students
- We assign dates in descending order -
4th year, 3rd, 2nd, 1st and finally University Prep
- For New Students, your date of application determines your place within your year group
- Look [online](#) for more info



Payment of Fees...

Enrolling On-Line or In-Person

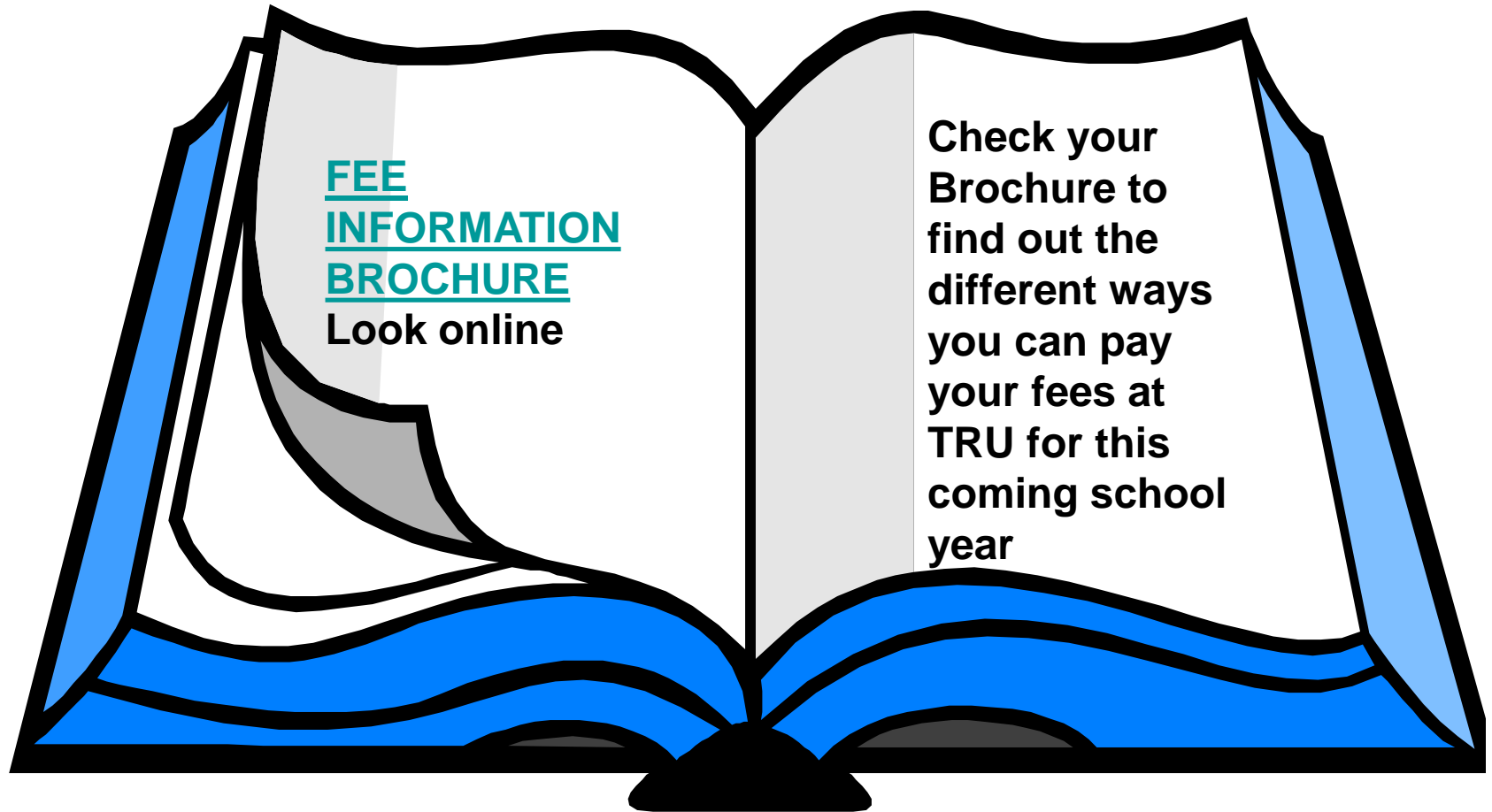
- Before you can enrol you will be asked to pay a \$300.00 Tuition Deposit



- Any remaining Fall fees are due on August 31, 2012
Your Winter fees are due on November 30, 2012
- Continuing students must pay outstanding fees prior to enrolling for their courses (for example: **Library Fines**)



Fee Information



FEE
INFORMATION
BROCHURE
Look online

Check your
Brochure to
find out the
different ways
you can pay
your fees at
TRU for this
coming school
year

Upper Level Year 3 and 4 Students

- All Upper Level students need approval to enrol in 3000 and 4000 level courses
- **Majors/Minors:** Students must meet with Majors Advisors for course planning – beginning in April **prior** to meeting with the Program Advisor
- Once course approval is given, an electronic petition will be given, enabling all Upper Level Students to enrol for their courses On Line or in person
- [Contact](#) an Upper Level Advisor



HELP!!!

RELAX!! There will be help available on your day. **Be Prepared!** Know the courses you want to take – contact Advising well before your registration date

- You will be less stressed and the process will go more smoothly
- Academic Advisors will be available to answer your questions during Registration via:
 - **the Kamloops Help Desk (250) 828-5075**
 - **or in-person in room OM 1100 in July**



Next Step...

- Make several timetables, as you may find that your 2nd or 3rd attempt will be the best fit for you.
- Always have some alternative courses decided upon, in case a course you want is either full or not offered in the semester you wish to take it in
- For information on 'How to Register' refer to the guide in your registration package and go online for the [Registration Tutorial](#)
- Extra copies of the blank timetable can be downloaded off the main website



Thanks and Good Luck!



TRU Academic Advising Department
KAMLOOPS - (250) 828-5075
advising@tru.ca