



Supplemental Information Form – New Course

The information below is collected for administrative purposes only. **It is not reviewed or approved by the Senate.** By providing this information, proponents will enable Senate and Curriculum Services to ensure that new courses are correctly configured in Workday Student.

Course:

Instructional Format:

Required Instructional Format (RIF) is a term used in Workday Student to support course registration and inform students of the instructional activities they must select to successfully register in a course. Workday requires that all sections of a course share the same instructional format(s). Accurately identifying the RIF during new course creation is a critical part of the course scheduling process.

The default instructional format is Lecture. If a different format or multiple formats are required, please select from the following:

Clinical	☐	Laboratory	☐	Service Learning	☐
Discussion	☐	Lecture	☐	Studio	☐
Experiential	☐	Recitation	☐	Thesis	☐
Independent Study	☐	Research	☐	Workshop	☐
Internship	☐	Seminar	☐		

Note: These choices have implications for course scheduling. They are not intended as prescriptive of pedagogies (i.e., instructors may use experiential pedagogical practices in a class formatted as “Lecture”). Units may have norms and standard practices. Proponents are encouraged to consult with their unit’s scheduler(s) when completing this form.

Controls Grading: —

Complete this section only if the course has multiple instructional formats.

The instructional format that controls grading indicates into which sections instructors will enter the grades for the course. If the course only has one instructional format, that will be the format where grades are entered.

Note: If a course has multiple instructional formats, indicating that one instructional format controls grading does not mean that sections of other instructional formats do not have graded components.

Impacts and Consequences:

Once a course is created in Workday, RIF changes can only be made once per year and must occur prior to course scheduling set up in the fall. The process and timeline for RIF updates are managed by Scheduling Services at the appropriate campus

Resources:

Okanagan Campus: Additional Information can be found on the [ES Training Hub](#)

Vancouver Campus: Register in the [Workday Student Course Scheduling Canvas Course](#) to access information about [Required Instructional Formats](#)