

Procedure Name:	SCHEDULING
Approval Date:	March 19, 2021
Procedure Holder:	Education Council
Procedure Number:	EDU-005



## SCHEDULING PROCEDURES

These procedures are to be modified by EdCo Policy Subcommittee (EPC) and approved by EdCo in consultation with the Registrar’s Office as operationally required.

### 4.00 DEFINITIONS

- 4.01 For a list of all definitions related to Educational Policies see:  
Education Council Policy and Procedures Definitions

### 5.00 CREATING TIMETABLES

- 5.01 Draft timetables are developed by clusters/departments based on parameters such as, but not limited to, pedagogy, student needs, historical data, future projections, faculty workloads, room capacities, and the three-year academic schedule.
- 5.02 The Academic Head/Coordinator/Chair recommends the draft timetables to the Dean for review.
- 5.03 The Dean submits approved timetables to the Registrar’s Office.
- 5.04 All timetables should be submitted to the Registrar’s Office at least six weeks before registration is planned for opening.
- 5.05 The Scheduling Officer reviews the timetables with the Academic Head/Coordinator/Chair to ensure there are no conflicts with required courses and/or rooms. Conflicts are resolved in consultation with the Educational Advisor, Academic Head/Coordinator/Chair and Scheduling Officer.
- 5.06 The Registrar’s Office enters the finalized timetables into the scheduling system and updates the website.

5.07 Departments may engage the Marketing and Communications Office and Student Services to inform them that students are permitted to register.

#### 6.00 MONITORING ENROLMENT

- 6.01 The College will aim to have the upcoming academic year registration available before the end of April.
- 6.02 To maximize enrolment, registration should be open for a minimum of three months before the course start date.
- 6.03 Prior to ten weeks before the start of a course/program, the Registrar will provide the VP Academic with up-to-date enrolment data of all courses/programs open for registration.
- 6.04 Discussions regarding registration numbers and historical trends will take place to inform additional marketing, recruitment initiatives, student-advising needs for at risk courses/programs, and if additional sections are required.
- 6.05 The instructional department will monitor acceptances and registrations. The Academic Head/Coordinator/Chair will propose additional sections to the Dean for approval.
- 6.06 When adding sections, consideration will be given, but not limited to, full time equivalents, strategic direction, budgetary priorities, and courses required by students for program completion.

#### 7.00 ADDING SECTIONS

- 7.01 Once additional sections are approved and budgeted, the Dean will submit timetables to the Registrar's Office.
- 7.02 Where the instructional department can reasonably predict additional demands, timetables should be submitted four weeks in advance of the course start.
- 7.03 For sections added close to the start of the term faculty may consider delayed start dates to allow for registration and faculty prep.
- 7.04 Registrar's Office will contact waitlisted students and service departments about new sections available for registration.

## 8.00 CHANGING SECTIONS

- 8.01 All section changes must be reviewed by the Academic Head/Coordinator/Chair, in consultation with the Scheduling Officer, and presented to the Dean for approval.
  - 8.01.01 Instructors wanting to change times to a course in progress must submit a request to the Academic Head/Coordinator/Chair for review and approval.
  - 8.01.02 Academic Head/Coordinator/Chair submit the requests for room changes to the Registrar's Office.
- 8.02 When a TBA section is assigned, the Academic Head/Coordinator/Chair will notify to Registrar's office by an email.
- 8.03 Every effort will be made to prevent section conflicts for registered students when changing sections.
- 8.04 Sections may be switched from active to pending for sections with imminent changes.
- 8.05 In consultation with the Registrar's Office, the Academic Head/Coordinator/Chair is responsible for ensuring registered students are notified of section changes.
- 8.06 Section changes cannot be made after stable enrollment.

## 9.00 CANCELLING SECTIONS

- 9.01 The Academic Head/Coordinator/Chair and Dean will define low enrolment in consultation with the VP Academic.
- 9.02 Low enrolled courses will be identify six weeks prior to the course start date, and meetings will be scheduled by the Vice President Academic (or designate) to discuss opportunities and solutions.
- 9.03 The purpose of the meetings is to determine the enrolment targets for low enrolled courses/programs, and to establish the final decision date to confirm or cancel these offerings. Those involved in making this determination will be the Vice President Academic, the Dean and the Academic Head/Coordinator/Chair and the Registrar as required.

- 9.04 Consideration will be given to historical trends, acceptance rates, strategic direction, and courses that are required for program completion. In special circumstances, low enrolled courses and programs may run as approved by the Dean and the Vice President Academic.
- 9.05 Under exceptional circumstances, it may be necessary to cancel a previously approved course due to new information about enrolment levels. In this case, the Academic Head/Coordinator/Chair and Dean will work together to identify alternatives to the students still registered in the course to ensure minimal impact to the students and the instructors.
- 9.06 The final decision to cancel or maintain a section will rest with the Vice President Academic.
- 9.07 The Dean is responsible for communicating to the Cluster, the Registrar's Office, and affected campuses and departments that an offering has been cancelled.
- 9.08 In consultation with the Registrar's Office, the Academic Head/Coordinator/Chair or designate will ensure that registered students are notified of cancellations.
- 9.09 The Registrar's Office will update student files with changes as per information provided by the Academic Head/Coordinator/Chair.