

 University College of the North Policies & Procedures	# Pages: 6	Policy Number: AC-03-16
	Approved by: Learning Council	
Section: Academic - Programs	Effective Date: February 21, 2023	
Title: Course Scheduling and Timetables	Replaces: NEW	

POLICY STATEMENT

The University College of the North (UCN) is committed to developing course schedules for programs offered in The Pas and Thompson campuses which prioritize student success, while balancing the optimization and efficient use of UCN resources.

PURPOSE OF POLICY

This policy is to outline procedures and deadlines to guide both the timely scheduling of program-related (credit and non-credit) courses and the appropriate use of instructional space at UCN. This policy also sets out the relevant decision-making authority in support of these principles.

DEFINITIONS

Centrally Scheduled Classroom Space - classrooms managed by Enrolment Services.

Classroom Space - a UCN resource allocated to and managed by the Scheduling Supervisor of Enrolment Services. All academic units share access to classroom space to deliver courses.

Classroom Space Hour Allocation - the classroom space hour allocation is normally between 8:30 a.m. and 9:50 p.m., Monday to Thursday, and 8:30 a.m. to 5:30 p.m. Friday and Saturday.

Core/Required Courses - those courses a student must take in order to graduate from their program of study.

Course - a lecture, seminar, lab, clinical and/or practical experience.

Low Utilization Period - a period of low course scheduling demand where standard meeting patterns do not apply.

Matrix - the patterned arrangement across the weekly calendar of pre-set blocks of times and days of the week during which credit courses will regularly be scheduled; indicates class start and stop times, as well as protected non-instructional blocks set aside for UCN-wide events such as meetings and celebrations.

Space Conflict - when more than one (1) course scheduling request requires the same classroom at the same time.

Standard Meeting Pattern - an established pattern of class meeting times across the weekly calendar of pre-set blocks of times and days of the week during which program-related (credit and non-credit) courses will regularly be scheduled; indicates class start and stop times, as well as protected non-instructional blocks set aside for UCN-wide events such as meetings and celebrations.

Terms are defined as:

T10 Summer	July/August
T20 Fall	September to December
T30 Winter	January to April
T40 Spring	May/June

GUIDELINES

1. The creation and publication of timetables is a centralized activity within Enrolment Services with input from the Academic Deans (Arts, Business and Science; Education; Health; Skilled Trades, Apprenticeship, and Technology); the Associate Vice-President (AVP), Mihcet Meskanawah Teaching and Learning; and the Associate-Vice President (AVP), Community and Industry Solutions.
2. This policy, including scheduling and timetabling guidelines, has been established to directly and positively affect the quality of education through the creation of quality timetables. Therefore, these guidelines and procedures must be adhered to by all parties involved in the preparation of timetabling information or the scheduling of timetables. Exceptions to the procedures and guidelines will only be made in extenuating circumstances at the discretion of the Registrar.
3. AVP's, Deans, and the Registrar have authority to establish and approve the official UCN Matrices which determine parameters for the scheduling of credit courses in order to maximize student access to curriculum options while meeting appropriate instructional space requirements.
4. Any deviation from the approved Matrices (i.e. any scheduling of credit courses "off-matrix") requires the approval of the AVP or Dean; any scheduling of credit courses during official meeting blocks requires also the approval of the Registrar.
5. The creation of quality timetables is a collaborative effort requiring all parties to meet the annual pre-established deadlines for various processes set out in the Scheduling Timeline Procedures section.
6. It is important to minimize the number of changes to the timetables. Therefore, providing that these procedures and guidelines have been followed in the creation of the schedules, changes will only be made to correct errors or omissions, or when unavoidable events occur, such as faculty reassignment or the addition or elimination of courses. All changes for the following academic year must be sent to the Scheduling Supervisor and Registrar by October 31.

7. It is understood that Continuing Education and Contract Training activities are important to the communities that UCN serves. Every effort will be made to accommodate these activities during the standard utilization period; however, due consideration will be given to the effect on the quality of regular day timetables when this is done.
8. Apprenticeship activity is pre-scheduled according to Ministry direction for classroom instruction. The normal scheduling guidelines do not apply to apprenticeship activity.
9. The use of educational facilities by employees engaged in activities outside the scope of their employment constitutes use by an "external" user group and would be subject to the same conditions for rent of UCN facilities.
10. Time patterns are normally set by the AVPs, Dean or designate:
 - Durations of classes may be: 1, 1.5, 2, or 3 hours. This includes a 10-minute allotment that allows students to move to the next class.
 - The frequency may be: 1, 2, 3, 4, or 5 times a week.
 - If only offered two (2) times per week, may not be on consecutive days of the week.
 - All possible attempts will be made to not schedule classes three (3) hours or longer on days that may fall on a statutory holiday.
 - Full-year courses will be scheduled at the same time for both semesters.
11. Room allocations will be applied in a consistent and equitable manner across faculties.
 - Classes with consistently high enrolment, may be scheduled first.
 - Classrooms will be allocated to match anticipated course enrolments (section capacities).
 - Semester-based courses will have priority scheduling over other activities.
 - Classes may be re-assigned to best utilize overall campus space.
12. Changes to assigned rooms may only be made with the approval of the Registrar or designate when:
 - Enrolment increases beyond the capacity of the classroom assigned and a larger classroom is available.
 - The assigned classroom does not have all or some of the room facilities (technical or other) requested and a classroom with the facilities is available.
 - The number of students enrolled in a course can be accommodated in a smaller classroom, allowing another course with more students to use the larger classroom.
13. If a space conflict exists between two (2) or more scheduled courses, priority will be given to:
 - Credit courses and non-credit program-related courses.
 - A classroom assignment to address an accessibility accommodation of an instructor or student(s).
 - A large course (to the upper limit of classroom capacity) over a smaller course, regardless of requests for permanent (installed in the room) technical equipment.

SCHEDULING TIMELINE PROCEDURES

The following timeline will be adhered to for each academic year scheduling cycle:

Date	Responsibility	Action
October 1	AVPs, Dean or designate	Submit courses to be offered for the upcoming Academic Year (terms 10, 20, 30 and 40) to Scheduling Supervisor and Registrar
February 1	Scheduling Supervisor and Registrar	Summer, Fall, Winter term draft schedules provided to Deans/AVPs for review and to gather feedback from Faculty areas
March 1	AVPs, Dean or designate	Feedback/changes to Summer, Fall and Winter term draft schedules returned to Scheduling Supervisor
March 1	Scheduling Supervisor and Registrar	Spring draft schedules provided to AVPs, Dean or designate for review and to gather feedback from Faculty areas
May 1	Registrar/Web Portal Clerk	Summer, Fall and Winter Final schedules published on website for students viewing / planning
May 30	AVPs, Dean or designate	Feedback/changes to Spring draft schedules returned to Scheduling Supervisor
July 15	Registrar/Web Portal Clerk	Spring Final schedule published on website for students viewing/planning

TIMING AND PROCESS FOR CHANGES TO THE PUBLISHED COURSE SCHEDULE

	Once Published	Once Students Have Registered	Once Classes Begin
Adding sections	OK, published timetable is updated. Other steps may be needed to advise students	OK, published timetable is updated. Other steps may be needed to advise students	Not desired, exceptional steps must be taken to advise students
Cancelling a section	OK, published timetable is updated	Not after last day to cancel a section (about 10 business days before classes begin) Students must be advised	Not desired, exceptional steps must be taken to advise students
Changing the room assigned (same campus)	OK, published timetable is updated	OK, published timetable is updated. Notice will be posted on old classroom door and students notified	Not desired, exceptional steps must be taken to advise students
Changing the instructor assigned	OK, published timetable is updated	OK, published timetable is updated	Not desired, exceptional steps must be taken to advise students
Changing the time assigned	Not desired, published timetable is updated	Not desired, if must be done students must be notified and their needs accommodated	Only under exceptional circumstances, students must normally all agree to change

Generally, all changes must be initiated by the AVPs, Dean or designate.

Faculties must be involved in taking the exceptional steps to advise the students. If time allows, Enrolment Services will advise students by email.

ALLOCATION OF RESPONSIBILITIES AND AUTHORITIES

The specific responsibilities and authorities concerning academic timetabling are outlined below.

Registrar/Scheduling Staff:

- direct the development and publication of the timetable as follows:
 - work with faculties to ensure the needs of the students and programs are kept in the forefront of the timetabling process;
 - perform continual review and improvement of scheduling processes.

AVPs/Deans

- coordinate timetabling needs with faculty;
- submit annually a 3-year course plan by October 1 and confirm course offerings for the upcoming year to the Scheduling Supervisor and Registrar by the deadline.

Faculty

- responsible for review of the timetable, and communicating change requests through the AVPs, Dean or designate.

COURSE SCHEDULING MATRIX

TIME	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
8:30	a	A	H	a	A	i	A	a	i	
9:00	b	B	I	b	B	j	I	b	j	
9:30	c	C	J	c	C	k	J	c	k	
10:00	d	D	K	d	D		K	d		
10:30	e	E	L	e	E		L	e		
11:00	f	F	M	f	F		M	f		
11:30	g	G	N	g	G		N	g		
12:00	h	H		h	H			h		
12:30	aa			aa				aa		rr
1:00	bb			bb				bb		ss
1:30	cc			cc				cc		tt
2:00	dd			dd				dd		
2:30										
3:00										
3:30										
4:00										
4:30										
5:00										
5:30										
6:00										
6:30										
7:00										
7:30										
8:00										
8:30										
	1 hr blocks - 3X per week (Mon, Tues & Thurs)									
	2hr + 1hr block - utilized for 3 hr course - (for max utilization of space)(Wed & Fri)									
	1.5 hr blocks - 2X per week (Mon & Wed., Tues & Thurs)									
	2 hr blocks - 2X per week (Mon & Wed., Tues & Thurs)									
	3 hr blocks - 1X per week									