

SCHEDULING

Undergraduate Course Timetable

The scheduling of all undergraduate courses is the responsibility of the Campus Registrar.

The final timetable for each semester is published on WebAdvisor (and on the Guelph-Humber website (<http://www.guelphhumber.ca/>)) at least two weeks prior to the commencement of the initial Course Selection period for that semester.

Program Head's Responsibility

The Program Head is responsible for the following:

- Submitting to the Campus Registrar, no later than the established deadline, complete requests for courses to be scheduled in the subsequent academic year.
- Acting as liaison between faculty and the Campus Registrar on all aspects of scheduling, including collecting information relevant to course scheduling from faculty, submitting it appropriately.
- Approving the program's course schedule before publication. This involves checking that no conflicts exist in faculty or student schedules.

Campus Registrar's Responsibilities

Ensuring that:

- No course conflicts exist in core courses as published in the schedule of studies in the Undergraduate Calendar.
- The number of elective courses available to students is optimized.
- Classroom space is allocated to courses on the basis of projected enrolments.
- No faculty conflicts exist according to program information (provided by the Program Head).
- Program requirements, requested by the Program Head, are met where possible.

Changes to the Published Undergraduate Course Timetable

Additional Hours/Chapters

If it becomes necessary to schedule additional sections by adding lectures/labs/seminars based on course selection numbers, the request is to be initiated by the Program Head and made to the Campus Registrar.

Cancellations and Time Changes

If course cancellation or class meeting time changes are required once the course timetable has been published on WebAdvisor (and on the University website), the Program Head is responsible for obtaining the approval of the Vice-Provost for making any such change. If the Vice-Provost agrees that a change is required, the Vice-Provost will instruct the Campus Registrar of the required change. After the commencement of Course Selection, the Program Head is responsible for ensuring that students are not disadvantaged by any changes. This involves choosing alternate times that are conflict free for all registered students, and communicating via email to all students, the details of any change affecting their schedules.

- **Time changes after the publication of the timetable, prior to the commencement of classes.** Changes in scheduled meeting times are approved only in emergency circumstances following the procedure above.
- **Time changes after the commencement of classes.** Changes in scheduled meeting times are normally not made until after the end of the Course Selection/Add period unless the change is to accommodate students who would otherwise be unable to register in the course. Time changes made after the commencement of classes must not create conflicts for any registered students and must have the unanimous written approval of all registered students, as determined by a secret ballot. New times must comply with University scheduling regulations. The program should keep a record of student approval on file, and a request for the time change and new room assignment should be submitted by the Program Head to the Campus Registrar. The faculty is responsible for ensuring that all registered students can attend during the new meeting time(s) and for informing the students of the new time(s) and room assignment(s).

Classroom Assignment Changes/Bookings

- **Classroom changes prior to the commencement of classes.** The Campus Registrar may reassign classroom space based on course enrolments. The Campus Registrar will make notification of changes affecting classroom assignments to the Program Head and the faculty involved.
- **Classroom Changes and Bookings after the commencement of classes.** Faculty requiring classroom changes after the commencement of classes should forward their request to the Campus Registrar and their Program Head via email. If classroom space assigned to a course is no longer required, faculty should also notify. If rooms are required only occasionally for classes, they should not be held for full semesters, rather one-time or temporary bookings should be made through the Central Scheduling and Records Coordinator in Student Services (GH108).