

PROCEDURE

Procedure Number: AOP 208	Procedure Title: Academic Timetables
Supersedes Existing Policy? Y	Procedure Owner: Senior Vice-President Academic
Associated Policy: Y	Date Last Approved by CET: June 2018

1 Purpose

Loyalist College is committed to providing students with a conflict-free timetable that respects the Loyalist College Scheduling Principles, the faculty collective agreement and supports teaching and learning.

2 Application

This policy applies to all instructional and other activity at the College campus.

3 Scheduling Procedure and Responsibilities

- 3.1 Academic schools prepare load sheets based on the approved program of study and submit them to the Scheduler.
- 3.2 The Scheduler enters and validates the data to ensure accuracy and distributes draft schedules for review by the academic school.
- 3.3 The academic schools review the draft schedules and submit any required formal change requests. Interdepartmental communication may be required to resolve some conflicts.
- 3.4 The Scheduler uploads approved schedules to the student information system, room allocation software and the 'P Drive'.
- 3.5 The Scheduler will notify the Registrar's Office when an academic block is available for registration.

4 Related Documents or Links

- Loyalist College Scheduling Principles
- Block-Off Summary
- Loyalist College Scheduling Process

5 References

N/A