Loyalist College's Scheduling Process

June 8, 2018

Objective:
Produce timetables for fall, winter and spring semesters

Output:
Timetables; SWFs; course outlines

Input:
Load sheets

Tasks:
- Dean's office completes and submits load sheets and block offs to Enrolment Services
- Scheduler inputs scheduling data, creates CRNs and generate timetables
- Dean's office approves timetables and create SWFs
- Course outlines are generated from CRNs

Roles & Responsibilities:
Scheduler – Inputs scheduling data from load sheets; generates CRNs and timetables

Office Coordinators – Ensures faculty complete course outlines

Chairs – In collaboration with the Dean, completes and approves load sheets based on workloads; completes block offs; generates SWFs; approves course outlines

Deans – Approves, OTFT and program block offs, timetables, and SWFs

Timeline:
1. **Oct. 1st** – submission of <u>minor</u> amendments to upcoming winter semester POS due in POD
2. **Nov**. **1st** – approval of <u>minor</u> amendments to upcoming winter semester POS due in POD
3. **Nov. 15th** – submission of <u>major</u> amendments to upcoming fall semester POS due in POD
4. **Dec. 15th** – approval of <u>major</u> amendments to upcoming fall semester POS due in POD
5. **Mar. 1st** – block offs and load sheets for upcoming fall semester due to ES
6. **Apr**. **1st** – submission of <u>minor</u> amendments to upcoming fall semester due in POD
7. **Apr**. **30th** – approval of <u>minor</u> amendments to upcoming fall semester due in POD/to ES
8. CRNs will be created as per the Scheduling Dates determined by Enrolment Services

Process:
1. Load sheets are to be completed to the best of the Chair's ability according to the Scheduling Principles and must include room assignments, faculty where known (may indicate a TBA where necessary), and program block offs, where applicable.
   - Block offs include:
     - Standard college-wide block offs (Health and Wellness Break; Gen Ed; Union; Joint Health and Safety and School Meetings)
     - FT Personal (must be approved by the Academic Leadership Team)

- OTFT Personal (must be approved and documented by the Dean's office)
- Program specific
2. Dean's offices will provide the Scheduler with a list of full-time faculty each academic year
3. The Scheduler/Data Entry person will input block offs and data from the load sheets as well as enrolment numbers from the approved Enrolment Plan to create timetables
   - The Chair will use the approved Enrolment Plan numbers to create the required sections, unless there is a known substantial variance in numbers
4. All load sheets, block off forms and any subsequent changes to load sheets must be signed and dated by Deans/Chairs and sent to the Associate Registrar
   - Changes made to the load sheets after the initial submission must be submitted to Enrolment Services via a revised load sheet
5. The Scheduler creates CRNs
   - CRNs will populate:
     - SWFs
     - Course outlines
       - Program coordinators may be attached to CRNs where an OTFT faculty member is teaching a course to ensure completion of the course outline
6. The Scheduler reviews timetables and makes any obvious amendments required to follow Scheduling Principles and ensure the most optimal schedules for students before submitting them to the Dean's office for review
7. Chairs and deans review timetables and make any final suggestions for changes
8. Timetables become available to students via the student information system

Scheduling Process