UBC OKANAGAN SCHEDULING GUIDELINES

These guidelines apply to course lecture sections offered between 8:00 a.m. and 5:00 p.m. from Monday through Friday. They apply to non-restricted rooms, which are managed by Enrolment Services and are available for use by all departments.

Standard Time

1. All courses that meet for three lecture hours per week are expected to conform to the Standard Scheduling Pattern[1]
2. Three hour long classes are to be scheduled to start either in the first block of any day, or the last block (3:30 start) of any day. Every effort should be made to balance the timetable blocks used for three hour classes by finding more sections to fill the same three hour slots on the other days affected.
3. Any section that requires a room with a capacity higher than 60 must conform to the standard pattern.

Non-conforming Sections

4. Sections that do not meet every week may be booked as "ad-hoc" as determined by Enrolment Services.
5. Requests for non-conforming section scheduling must be received by May 1st. These bookings will be made before any ad-hoc booking requests. Requests received after May 1st will not receive scheduling priority.

Section Distribution

6. Departments/Units must make every effort to equally distribute their courses throughout the week.
   a. No more than 15% of lecture sections are to be scheduled between 8:00 a.m. and 9:30 a.m. *(This time block is 17% of schedulable time)*
   b. No fewer than 25% of lecture sections are to be scheduled between 2:00 p.m. and 5:00 p.m. *(This time block is 31% of schedulable time)*

   Proposed timetables may be returned and left unscheduled if this distribution is not achieved. Scheduling priority may be forfeited.
7. Faculties will normally schedule 40% of lecture sections in 1 hour blocks and 60% in 1 ½ hour blocks between 9:30a.m and 2:00 p.m. Enrolment Services may reschedule sections to meet this distribution.

Section Moves

8. Sections with no registrations by August 1st may be subject to room reassignment.
9. Sections may be moved under any of the following circumstances:
   a. Over enrolment. If the classroom becomes too small every effort will be made to move the section.

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[1] . Exceptions must have prior approval from the Dean and Enrolment Services and cannot be scheduled between 11:00 a.m. and 3:30 p.m. Exceptions do not carry forward to future years. Nursing and Social Work have approval in several cases to schedule non-conforming sections after 12:30 p.m.

b. Under enrolment. Sections utilizing less than 60% of the room capacity may be moved to a smaller room if available.

c. Access and Diversity needs.

d. Audiovisual or other specialized equipment needs that cannot be satisfied by other means.

Moves will not be considered on the basis of proximity to department, faculty or instructor office.

10. Amalgamation of classes into larger sections must be done in consultation with Enrolment Services.

Break Between Classes

11. The last ten minutes in each defined scheduling period is used as a break and is to be shared between the instructors occupying the classroom. This time is not owned by either section, it facilitates the movement of students between classes. If conflicts arise, instructors should contact their department/unit or faculty to assist with resolution.

APPENDIX A: SCHEDULING PROCEDURES

SCHEDULING PROCEDURES

1. Timetable concerns and requests are to be made through the appropriate Dean/Unit Head or designate who will communicate with the Scheduling Office in writing (e-mail is preferred).
2. Classroom assignments will be prioritized in the following order:
    a. Standard time sequencing
    b. Projected enrolment
    c. Instructor requirements
3. Departments retain priority use of computer labs, lecture theatres, etc. from year to year by term (Sept.–Dec, Jan.–Apr.) and as necessitated by actual enrolments. New meeting times in specialized spaces can be reserved through the Scheduling Office on a first come, first served basis where space is available.
4. Departments receiving service course instruction from other areas should not assume meeting days and times without prior confirmation from the department providing instruction. If either department requires changes in meeting times they must be agreed upon before submitting revised Draft schedules to the Scheduling Office. The Scheduling Office does not mediate discussion re sharing of dedicated space or disputes regarding service course offerings.
5. While some disciplines (especially Science courses) are somewhat restricted as to placement of lectures, most others can schedule over the full range of the meeting pattern. Depending on how many sections offered in any given discipline, please make every effort to utilize all meeting times within the block pattern equally.
6. Please adhere to the scheduling timelines published with each cycle in order to meet publication and registration dates.

APPENDIX B: SCHEDULING PATTERN

2006/07 UBC Okanagan Scheduling Pattern

- 71% of classes are 1 ½ hours in length
- Open time is mid-afternoon
- Single open time minimizes lost prime teaching time
- Compact schedule
- One section (number 14) has two different class start times
- Earlier end to the scheduling day

Start	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	1a		1a/b		1b
8:30					
9:00	1	5	1	5	1
9:30					
10:00	2		2		2
10:30		6		6	
11:00	3		3		3
11:30					
12:00	4	7	4	7	4
12:30					
13:00					
13:30	8	11	8	11	14
14:00			Open Time		
14:30			NO LECTURES		
15:00	9	12		9	12
15:30					
16:00					
16:30	10	13	14	10	13