SCHEDULING MATTERS!

Volume 1, Issue 3

November 2010

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IMPORTANT DATES & SCHEDULING DEADLINES

November 15:
Course Collection forms open for editing for Fall/Winter 2011-12 session.

November 20:
Deadline for completion of Spring 2011 & Summer 2011 course collection forms.

November 25:
December exam scripts due for the first half of exams (Dec 8 to 14).
Random seating and proctor lists due for all exams.

November 30:
Please confirm D3 TBA instructors by this date, in preparation for printing of April exam forms.

December examination timetable has been posted and exams will begin soon….

The December 2010 examination timetable has been constructed based on student registration following the close of late registration for Fall term.
As a result, there are no conflicting examinations for students. No student is expected to write three consecutive exams on the same date (example, consecutively from morning to afternoon and then to evening) based on this schedule. Some students may have two examinations on the same date, either back to back or with a period in between.

There is always some confusion over consecutive examinations for students in a 24 hour period. Although we work to minimize this as much as possible, we cannot always avoid that circumstance for all students. Three exams in 24 hours are considered acceptable as there is an overnight break period (sleep time) within that timeframe.

A friendly reminder, on the exam day

Faculty Handbook regulations require instructors to be at their exam location (classroom, lab or gym space) 30 minutes prior to the start of their exam in order to meet with the Registrar's Office Invigilator to resolve any issues that might occur and to ensure the exam begins on time.

Fall/Winter 2011-12 course collection opens Nov 15!

Looking to book classrooms for one-time only?

Here's what we do for you:

- Class presentations
- In-class tests, extra space
- Class speakers, larger space
- Class break-out rooms
- Makeup examinations
- Thesis defense

Make your one-time request via:
schedule@brocku.ca

All other one-time bookings must be made through conference services for classrooms (roombookings@brocku.ca) or Mary Pisiak (mary.pisiak@brocku.ca) for general computer teaching lab rooms.

We are building help documents for course collection!!!

We have made a start on what we hope will be helpful information regarding on-line course collection. The first in a series of documents has been posted to the Faculty and Staff Resources web page. If you are involved in building your departmental course timetable data, please take a look. Is this helpful? We want to know your issues and concerns….feedback is welcome. Please email schedule@brocku.ca.

How do primary component types function???

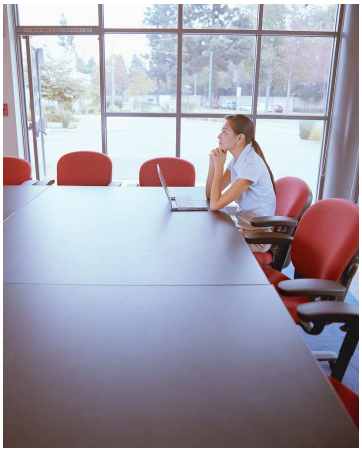
Most classes are held either as Lectures or Seminars. However, there are other options available. Some of these are listed below:

- CLI (Clinic)
- PRO (Project)
- FLD (Field)
- WWW (On-line)
- VCF (Video Conference)
- VLC (Virtual/face-to-face hybrid)

Descriptions for all primary component types are available on our help document at the following link:

http://www.brocku.ca/webfm_send/14318

Furniture missing from your classroom????



Spaces with moveable furnishings are routinely reset each evening by Brock's custodial staff.

Should you find that pieces of furniture have gone missing, please let us know by email to schedule@brocku.ca.

We will, in cooperation, with Facilities Management/ Custodial Services attempt to resolve the problem for the next meeting of your class.

April exams already!!!

Yes, that's right. We will soon be printing examination forms for D3 Winter term courses. In order to facilitate this, please check your timetables and update us on any instructors that are still to be announced (TBA) by **November 30.**

Next issue coming January 2011… see you in the new year!

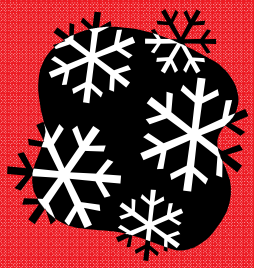
IMPORTANT DATES & SCHEDULING DEADLINES CONT.

December 2:
December exam scripts due for the second half of exams (Dec 15 to 21).

December 2:
Last day of lectures in Fall term. Makeup day for Thanksgiving (Oct 11).The schedule will be that of a Monday.

December 3 & 6:
Extended Fall term dates for Science and Applied Health Sciences course labs (at the discretion of the instructor); Reading day for all other students

December 8—21:
December exams (D1 Progress & D2 final)

December (week of the 13th):
Mailing of April examination forms.

January 31:
Deadline for completion of Fall/Winter 2011-12 course collection forms.