

## Important Dates:

**April 5:**

Deadline for receipt of exam original scripts (second half of April exams—April 19 to 25) to be submitted to Scheduling for printing

**April 9:**

Last day of lectures in Winter term. This is a makeup day for Good Friday and will have a Friday schedule

**April 10 & 11:**

Exam Reading Days

**April 12 to 25:**

April exams  
(D1 and D3 final)

**April 13:**

FW 2012-13 preliminary timetable out, at the latest, for department viewing

**April 30:**

Spring D1 and D2 courses start

**May 21:**

Victoria Day, no classes  
(makeup day May 25)

## Spring Makeup Days

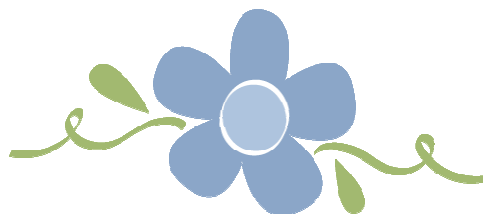
We know makeup days can be confusing, especially when the makeup day takes place on a weekday different from the day being made up. In spring and summer makeup days are planned on Fridays to have the lowest impact on students, other scheduled courses and events. Occasionally, a course may have to use a different room on the makeup day to prevent a conflict. In this case notice is usually given at least two weeks before the date so the instructors can notify the students.

This spring there will be two makeup days:

Friday, May 25 will have a Monday schedule to makeup Victoria Day, Monday, May 21

Friday, June 22 will have a Monday schedule to makeup Canada Day, Monday, July 2

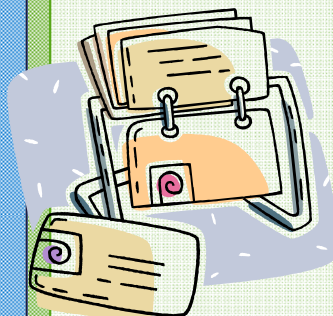
\*\*\*Please note that classes are running as normal on Friday, June 29\*\*\*



## Department Contact Changes

Starting on Friday, April 13, the Humanities department and the Faculty of Business will have new contacts in the scheduling office.

Ghislaine will be taking over all requests from the Humanities department and Kristina will be taking requests from the Faculty of Business.



## What's inside?

- Fall/Winter Timetable
- Checklist
- Before Requesting
- Adding & Deleting Course
- Submitting Changes



## Important Dates:

### May 25:

Makeup day for Victoria day, Monday schedule

### June 1:

Last day of D1 and D2 Lectures

### June 1 & 2:

Progress exams for D1 and Final exams for D2

### June 4:

Spring D3 courses start

### June 5-9

Spring Convocation

### June 22:

Makeup day for July 2 classes, Monday schedule

### June 29:

University closed  
Classes are running

### July 2:

Canada day closure  
Classes will not be running

### July 6:

Last day of D1 and D3 lectures

### July 6 & 7:

Final exams for D1 and D3 courses



## Fall/Winter Timetable Available Friday, April 13!

The Fall/Winter 2012-13 preliminary timetable will be available for viewing and printing no later than **Friday, April 13**, via the portal BROCK DB Menu, option 'AcadTimetable'. The timetable was developed on the basis of the information submitted by departments at the course collection deadline. Please review and advise our office, using the Timetable Changes Grid, of any required changes or inaccuracies no later than **4:30 p.m. on Friday, April 27**.

Adjustments to restriction codes may not be complete and editing could be on going during the timetable-reporting period. These codes will be edited in time to report back with your final timetable, prior to publication. We anticipate the timetable will be ready to web post for students to review on **Friday, June 1**.

## Timetable Check List:

- ☐ Check your estimated class enrolment carefully. We had to make some minor adjustments to lecture size for some courses during construction to fit room capacity in lecture spaces, some labs requiring computer equipment, and some seminars where the recommended enrolment exceeded 20 students.
- ☐ Ensure that enrolments are sufficient to accommodate any increases in your programs due to year 1 admissions or student flow-through in upper year classes.
- ☐ Real instructors are attached to courses where possible.
- ☐ All courses that will be running are listed.
- ☐ Any courses or course components you plan to cancel.
- ☐ Instructors who will teach secondary seminar, lab or tutorial components are assigned to the correct component.



## Before Requesting Changes

Please note that only changes with valid reasons will be accepted. A copy of the algorithm/rules used in timetable construction which should be respected when requesting timetable adjustments will be forwarded through email to the departments when the preliminary timetable is released. See below for some examples:

### Issues & Reasons that are not accepted:



- \* Transfer time from building to building on Brock campus
- \* Secondary sem/lab/tut sequencing
- \* Instructor preference for day and time, room, etc.
- \* Multiple course swapping as this may create conflicts

### Issues & Reasons that are valid:

- \* Instructor/staffing changes including medical accommodation and student major program
- \* Room changes due to increasing enrollment
- \* Instructor or program related conflicts
- \* Equipment requirements, noting that spaces must first be assigned based on class size

GO!

## Adding or Deleting a Course

Requests for added courses may be sent via a paper form or email attachment. A blank form can be found in BROCK DB Menu - TimeTblReq - Blank Form option. Dean's approval is required. We cannot process these until approval has been received.

Course Deletions can be included on the Timetable Changes Grid however a follow up email to scheduling from the Dean stating approval for the cancellation is required before the change can be processed.

## Submitting Changes



After you've looked over your timetable you'll be ready to start requesting changes.

We anticipate that there will be some changes to the timetable for staffing, including medical accommodation and student major program. It is not necessary for you to provide a resolution to the problem, however we do need accurate detail in order to process your request. We may not have time to follow up on these prior to publishing.

### Helpful Tips:

- \* Requests which are not reported on the required template (Timetable Changes Grid) cannot be prioritized for early resolution and may not be accommodated prior to publication of the timetable.
- \* Include all information on the grid: Course, Duration, Section, Component, Adjust, Issue & Reason – incomplete grids will be sent back to the department for clarification which will delay the process.
- \* Requests for changes that are not supported with a valid reason, i.e. transfer time, or have no reason, will not be considered or processed.
- \* When adding instructors please include the instructor's full name (first and last) and hiring status. Instructors listed with only a first initial cannot be added to the system.
- \* Scheduling will email departments to advise on the status of changes after they are processed. Grids will be processed in the order they arrive. Please note that the timetable is not updated daily on the university SIS, therefore changes will not be immediately available.



### Contact Us

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Next issue coming June 2012...