

Important Dates

January 7:

First day of Winter Term, undergraduate programs.

January 18:

Deadline for return of April examination forms.

Deadline for all programs to complete timetabling requests for Spring & Summer 2013.

Deadline for departments to report any reserve components that should not be cancelled.

January 31:

Deadline for all programs to complete timetabling requests for Fall/Winter 2013-14 on course collection.

February 1:

Deadline for BUFA exemption requests for Fall/Winter 2013-14, to be sent to the BUFA Timetabling Committee (Chair, Barb Davis).

February 4:

Spring/Summer 2013 Preliminary timetable released to departments

February 15:

Deadline for changes to Spring & Summer timetables (all programs).

April examination timetable to be posted on-line for faculty, staff and students.

Early March:

Spring & Summer timetables to be released for students.

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Brock's New Fall 2013 Term at a Glance

Brock University will have a new fall term reading break. This three year pilot project was adopted by Senate at its December 5 meeting. The new term structure is featured here.

September						
SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Labour Day:	Monday, September 2
Academic Orientation:	Tuesday, September 3
Fall Undergraduate classes:	Wednesday, September 4 - Tuesday, December 3 (60 days)
Thanksgiving:	Monday, October 14
Fall Reading Break:	Tuesday, October 15 - Friday, October 18
Fall Convocation:	Saturday, October 19
Exam Reading Days:	Wednesday, December 4 & Thursday, December 5
December Examinations:	10 days 4 exam periods/day (3 hour slots): Friday, December 6 - Tuesday, December 17
University Holiday Closure:	Tuesday, December 24 at 12 noon

April Exam forms

April exam forms for courses beginning in winter term have been mailed to departments (addressed to the Chair). These forms are due back to in Scheduling (Decew Residence, Room R218) no later than Friday, January 18.

Please note that Year 1 courses require an exam, however a take home or practical exam is also an acceptable alternative to a formal sit down written exam for Year 1 courses. Dean's approval is required for Year 1 courses where no exam will be held, and for exams less than two hours or more than three hours in length.

Spring 2013 Course Collection

In order to accommodate departments who will need to adjust their course timetabling information for Spring 2013, due to the enhanced courses model, please be advised that we have opened course collection to allow editing of your timetabling information. Departments who wish to adjust their current 'regular' course timetable information for instructor changes, enrolment changes, etc., may also do this in the on-line course collection. The deadline for submission of your revised materials is Friday, January 18. Please ensure that all of your records are verified.

Summer 2013 Course Collection

Please be advised that we are not able to open course collection for adjustment of the data for Summer 2013 as this timetable has been constructed based on information already submitted. Please submit additional course information via a paper timetable form and request changes to any current data via email through timetable changes grid to schedule@brocku.ca no later than Friday, January 18.

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.

Class Transfer Time

The transfer time rule although not formally written is traditional and an important part of University life. The final 10 minutes of the published class period is the transfer time. We very much appreciate when instructors and students respect the transfer time to assist with the flow of classes and equipment set-up during the day.

Please Cancel Unused Reserves!

Unused reserves should be cancelled as quickly as possible as the University sometimes has an insufficient number of teachable space available. Cancelling reserves frees much needed space for department meetings and courses hoping for: room changes, in-class midterms, guest lecturers, and make-up classes.

Midterm/Term Test Requests

Our office continues to offer the service of booking midterm/term tests. This is a friendly reminder to submit Winter term test requests as soon as possible, to ensure processing in a timely manner.

Term tests may be booked outside of course time on Friday evenings or anytime Saturdays. By request, we also search for larger spaces for those running in-class tests where there is not enough seating to accommodate a space in between each student. Available space for midterm/term tests is not certain, including out of class and in-class tests. Space for tests is booked on a first-come, first-served basis. We are not able to guarantee that midterm/term tests booked outside of the normal class period (example weekends) will be conflict free of other tests for your students.

