

## Important Dates

**May 5**

Spring D1 and D2 classes start

**May 19**

Victoria Day, No classes

**May 24-31**

Congress, No classes running on Brock Campus; Hamilton, off-campus and online courses may still be running

**May 30**

Expected publication date for FW14 timetable

**June 6**

Makeup day for May 19; Monday schedule

**June 9**

Exam scripts due for courses writing June 13-14 are due by noon

**June 12**

Spring D2 classes end

**June 13-14**

Spring exams D1 and D2

**June 16**

Spring D3 classes start

## Greetings from the Scheduling Office

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### Fall/Winter 2014-15 Timetable Changes

Changes to the timetable for Fall/Winter 2014-15 are due on April 28. Although we will do our best, there is no guarantee late change will be processed in time for the first student web timetable posting. All changes must be submitted using the grid format. Please ensure the course, duration and section is listed correctly on the grid, along with the change and reason for the change, as this information will help us process your change faster. The grid is available on our web page:

[www.brocku.ca/registrar/faculty-staff-resources](http://www.brocku.ca/registrar/faculty-staff-resources)

### Spring 2014 - Information for Start of Classes

With most programs beginning classes on Monday, May 5, we just wanted to provide a few friendly reminders:

#### Congress

Congress will be on campus from Saturday, May 24 through Saturday May 31. No classes or exams will be held on campus this week. Please note that we will not be able to accommodate any one time booking requests for May 24 to 31.

#### Instructor Names

Please check the timetable and advise us of any changes to instructors/TBA. Instructors will need their name on the timetable in order to access their class lists and to ensure that examination timetable construction adheres to contractual obligations and medical or other accommodations.

#### Equipment

Please note that although a course, exam or test may be booked in a room with equipment, the instructor must still inform Audio Visual Services that they will need access to the equipment. This can be booked through:

[brocku.ca/information-technology/teaching/av/audio-visual-requests](http://brocku.ca/information-technology/teaching/av/audio-visual-requests)

In most cases, equipment will be locked unless access has been previously requested.

#### Furniture - not enough seats?

Spaces with moveable furnishings are routinely reset each evening by Brock's custodial staff. If pieces of furniture have gone missing from your classroom, please



advise us by email to [schedule@brocku.ca](mailto:schedule@brocku.ca) or call us during business hours (8:30-12:00; 13:00-16:30). We will, in cooperation with Custodial Services, attempt to resolve the problem for the next meeting of your class.

We ask that instructors not remove seating from adjacent rooms, as this can cause a domino effect that inconveniences other classes. The University does not have a surplus of furniture, and this requires a search for the missing chairs.

### Furniture - seating plan/configuration

Please note that moveable seating and tables are setup by Custodial in the normal seating plan for that room. Should you need to move the tables and chairs to a different configuration, please ensure they are put back to the original seating plan for the next class.

### Makeup Days

Classes missed due to holidays on May 19 and July 1 will have makeup days. This information is available on the following web page of important dates:

[brocku.ca/registrar/guides/springsummer/importantdates.php](http://brocku.ca/registrar/guides/springsummer/importantdates.php)

Instructors will attend their regular classrooms on the makeup days, unless advised otherwise by our office. No room booking is necessary.

Please note that while the university offices are closed on Monday, June 30, classes are running as scheduled.

### Reserve & Low Enrolment Cancellations

In order to regain teaching spaces, we plan to cancel unused reserves for first term Spring courses on May 20. We would be grateful if teaching departments could please review any unused reserves and report those they wish to keep prior to this date. This includes lectures, seminars, labs and tutorials in general and department dedicated spaces. Cancellations for low enrolment will require Dean's or designated approval.

### Classroom Changes

Due to room modifications, the number of available seats in Academic South have changed as follows:

Room	Previous Seating	Current Seating
AS201	71	71 (no change)
AS202	145	146
AS203	240	238
AS204	240	238
AS215	100	97
AS216	100	98
AS217	100	96



### Spring Exams

The Spring June exam timetable will be posted the week of May 12. Notices will be posted on the portal when it is available for viewing.

Spring D1 progress and D2 final exams will run on Friday, June 13 and Saturday, June 14. Exam scripts for courses writing on June 13 or 14 are due at the Scheduling Office, Decew R218, on June 9 by 12 noon.

If your course is a super course, or a special duration, alternative exam dates are being arranged as requested on your April Exam Information Form. Our office will advise the date the exam script needs to be delivered by email.

If your course is online, the exam script may be due earlier to accommodate shipping to distance students.