

Important Dates

June 30

Classes run as usual, offices closed.

July 1

Canada Day, university closed (no classes).

July 4

Makeup day for July 1 (Tuesday schedule)

July 7

Exam scripts due for BIOL 1F26, BIOL 2P93, & BIOL 2P97

July 9

Exam script due for MATH 1P97

July 10

Exam scripts due by 12 noon for Faculty of Business exams running July 14, 15, 16 & 17

July 14

Exam scripts due by 12 noon for July 18 & 19 exams

July 18

Last day of lectures (Spring D1 and D3)

July 18 & July 19

Majority of courses holding Spring (D1 and D3) examinations

July 21

First day of summer session

July 25

Last date for late Summer registration. Web registration closes

August 4

Civic Holiday (no classes)

August 15

Last day to withdraw from a Summer course without academic penalty

August 28

Last day of lectures (Summer) and make up day for Civic Holiday

August 29

Summer examinations

September 3

Fall term begins- First day of Fall/Winter Session (Undergraduate)

September 16

Last day for duration 1 & 2 late registration. Web registration closes

Greetings from the Scheduling Office

IN THIS ISSUE

> [July exams](#)

> [Submitting timetable and registration management adjustments?](#)

> [Classroom layouts and furniture over the summer months](#)

> [I need to book a room...](#)

> [2014 Fall term tests](#)

> [December Exams 2014](#)

July exams:

July exams will be scheduled over 4 periods. Spring final exams will run on Friday, July 18 and Saturday, July 19. Exams time periods run: 0800-1100, 1200-1500, 1600-1900 and 2000-2300 on both days.

Submitting timetable and registration management adjustments?

A friendly reminder, the Scheduling office requires the use of the changes grid when requesting an adjustment. We ask departments to use the grid to submit both timetabling and registration management changes. Sample timetabling changes are indicated below. Some registration management changes include, lifting/changing of reserves, changes to student/class registration limits, adding or removing wait list flags, course automatic enrolment bumping, course component timetable publication suppression, code '1' adjustments, etc.

Submitting changes using the grid helps ensure needed information is supplied on the first submission and leads to more efficient response times, as this assists us to more effectively track and process change requests.

The changes grid can be found on our website:

brocku.ca/registrar/faculty-staff-resources

Classroom layouts and furniture over the summer months

Many of our general classrooms are in use for conferences and other non-teaching events over the summer months. Furniture layout may have been adjusted to accommodate conference needs. If you are an instructor looking at your classrooms for the upcoming fall term, please be reminded that the furniture layout at this time of the year may be quite different from the normal teaching style, and room capacity may have been diminished as a result. Custodial Services will not reset classrooms for teaching style until very late August or early September.



I need to book a room....

We are happy to book rooms for all your academic needs such as term tests, student presentations, guest speakers (related to a course), makeup classes, reviews etc. All one-time bookings are processed based on room availability and a first come, first serve basis.

For a quick turnaround please include the following information in your email: course code, date, start/end time, room capacity required and the reason for the booking. Email the request to schedule@brocku.ca

If your booking is not academic related, such as a meeting, conference or guest speaker (unrelated to a specific course), Room Bookings has an online booking request form available at the following link: brocku.ca/conference-services/groups/day-meetings/room-bookings

Please be aware that using the online Room Bookings form for academic requests will delay the process as your request will need to be forwarded on to scheduling.

2014 Fall term tests

Fall term tests are quickly approaching; the Scheduling office is accepting requests.

When booking a term test please fill out the term test request form found at brocku.ca/registrar/faculty-staff-resources and attach it to your email. Email the request to schedule@brocku.ca

Term test facts:

- Term tests are booked on a first-come first-serve basis.
- We attempt to book space at double the course enrollment to allow for alternate seating of students.
- Space is limited. The earlier you submit your midterm request the more likely we are able to accommodate the request.
- Out of class term tests should be scheduled Friday evenings or Saturdays.
- Extra space for an in-class test may be available, however please note space is very limited during the day.

December Exams 2014

December 2014 exam forms will be sent to departments by late August.

Have a great summer! The next issue will be out September 2014...

