

1.0 DEFINITIONS

Data Collection Utility (DCU)

A web-based application for faculty and school schedulers to review, modify, and add requests for the specific academic scheduling term(s).

Scheduling Critical Path

A calendar of events related to the creation of the academic scheduling of classes. See Appendix A.

Student Information System (SIS)

MacEwan University's relational database that is used to manage and maintain the official student record, including, but not limited to: admission, registration, grades, and transcripts.

Timetable Patterns

Applicable time patterns that are used by the scheduling software to maximize student, faculty, and room schedules. See Appendix B.

2.0 STANDARD ELEMENTS

- 2.1 Courses will be scheduled according to a system of priorities, and in concert with the Scheduling Critical Path.
 - 2.1.1 Daytime programs and projects that are planned for on an annual basis will be scheduled using a minimum of five days per week (e.g., Monday through Friday).
 - 2.1.2 Courses for daytime programs and projects will be scheduled starting at 8 a.m. until 5 p.m. Courses for evening and weekend programs and projects will be scheduled after 5 p.m. on weekdays and after 8 a.m. on weekends.
- 2.2 Courses and activities will be scheduled according to established Timetable Patterns to make maximum use of space. Timetable Patterns may be adjusted from time to time by the Scheduling Office after reasonable consultation with the Faculty and School schedulers.
- 2.3 The Scheduling and Curriculum Services unit within the Office of the University Registrar (OUR) will coordinate two times per year to create upcoming term schedules; the Fall and Winter term(s) are completed between September and December, and the Spring/Summer term is completed in June and July annually.
- 2.4 Faculty and School schedulers have a data validation and entry period in the Data Collection Utility (DCU). Most class and registration data are transferred from the Student Information System (SIS) to the DCU. Faculty and School schedulers will need to review for any changes for the upcoming academic scheduling cycle(s).

- 2.5 Faculty and School schedulers receive a draft schedule to review for any critical changes. For Fall and Winter terms, the review period is approximately six weeks, while in the Spring/Summer term, the review period is approximately two weeks.
- 2.6 Final schedules are released in mid-February to coincide with the first date that the SIS shopping cart and schedule planner features become available to Students.
- 2.7 Once the academic class schedules are published, any changes to times and/or days will require the Dean's (or designate's) approval due to Students already planning their schedules and/or registering for classes.
- 2.8 The Assistant Registrar, Scheduling, and Curriculum Services shall be responsible to the Registrar to produce the academic class schedule and administer the Academic Scheduling of Classes standard. The Assistant Registrar, Scheduling, and Curriculum Services will be the final arbitrator regarding scheduling conflicts.

3.0 ACCOUNTABILITY

Responsible Office

Office of the University Registrar

4.0 HISTORY

Relevant Dates

Approved: **23.05.23**
Effective: **23.05.23**
Next Review: **26.05**

Modification History

23.05.23: New standard approved by General Faculties Council Executive Committee motion #06-05-23-2022/23 and effective in conjunction with the rescission of the Academic Schedule Policy and the Scheduling Policy as approved by General Faculties Council motion #06-06-05-2022/23.

APPENDIX A

SCHEDULING CRITICAL PATH (SAMPLE)

DATE	ACTIVITY	KEY DATES / COMMENTS
Sept. 9, 2022	Deadline to submit 2022 Fall Final Exam room requests	
Sept. 23, 2022	2023 Fall and 2024 Winter Rollover Report sent to Course Administrators.	Rollover Report Link: https://docs.google.com/spreadsheets/d/1M0m3Icr-PIPGNmV7uSz1fiTRR-Ananhb-HTZW4G-s Rollover report changes to the Scheduling Office by Oct. 7th
Sept. 30, 2022	FINAL Fall 2022 Exam Schedule posted in Campus Solutions	
Oct. 3, 2022	Rollover of 2023 Fall and 2023 Winter data in CS to prepare for the 2023 Fall and 2024 Winter terms. Programs to submit 2023-2024 Elective/Service Course requests to service providers	
Oct. 4, 2022	Scheduling Information Session and DCU training for the 2023-2024 academic year. Session 1:00-3:00 PM in PC Lab 6-345	
Oct. 7, 2022	Download of classes from CS to DCU	Thanksgiving - Oct. 10, 2022
Oct. 11, 2022	Data Collection Utility (DCU) Open for 2023 Fall and 2024 Winter UGRD Course Scheduling submissions.	
Oct. 17, 2022	Class Search and Schedule Planner opens for 2023 Spring/Summer Returning Students	
Nov. 10, 2022	DCU Closed for 2023 Fall and 2024 Winter UGRD Course Scheduling submissions	

DATE	ACTIVITY	KEY DATES / COMMENTS
Nov. 14 - Dec. 9, 2022	Timetabling of Fall and Winter UGRD course submissions Scheduling Office to contact programs regarding problems/issues	Reading Break - Nov. 7 - 10, 2022 Remembrance Day - Nov. 11, 2022
Dec. 11 – 18, 2022	Final Examination Period for Fall 2022 term	
Dec. 12, 2022	Distribute DRAFT UGRD Course Timetables to Program Chairs for 2023 Fall and 2024 Winter Courses	Academic Timetabling Schedules Link Critical Changes to be returned to Scheduling Office on January 31st
Dec. 24, 2022 - Jan. 2, 2023	Holiday Break	
Jan. 6, 2023	Deadline to submit 2023 Winter Final Exam room requests	
Jan. 16, 2023	Requests for academic space for completion of program of study requirements can be submitted to the Scheduling Office for the 2023 Fall and 2024 Winter terms.	
Jan. 27, 2023	FINAL Exam Winter 2023 Timetable posted in Campus Solutions	
Jan. 31, 2023	Program deadline to submit critical changes to the Scheduling Office for Fall and Winter UGRD courses	Critical Change Report Link

DATE	ACTIVITY	KEY DATES / COMMENTS
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Feb. 1 - 17, 2023	Finalization of UGRD course scheduling and upload to CS. Transfer class information from CS to RBS. Distribute (online) Final 2023 Fall and 2024 Winter timetables to Program Chairs and Course Administrators. Update Enrollment Appointment Schedule Update Dynamic Dating Rules in CSBATCH	Academic Timetabling Schedules Link
Feb. 21, 2023	Class Search and Schedule Planner opens to program students to select UGRD course offerings for 2023 Fall and 2024 Winter terms.	Family Day - Feb. 20, 2023 Reading Break - Feb. 21 - 24, 2023
Mar. 15, 2023	Requests for academic space for any conference related activity can be submitted to Conference and Event Services for the 2023 Fall and 2024 Winter terms	Includes: Dreamcatchers Conference, Educational Assistant Conference, Childcare Conference and IELTS.
Mar. 2023 TBA	2023 Fall and 2024 Winter term registration begins for: Returning students (UGRD Career)	
Apr. 2023 TBA	2023 Fall and 2024 Winter term registration begins for: New students (UGRD Career) All students in Open Studies (UGRD Career)	
Apr. 11 – 19, 2023	Final Examination Period for Winter 2023 term	
July 3, 2023	Requests for ad-hoc bookings can be submitted to the Scheduling Office for the 2023 Fall and 2024 Winter terms.	

Colour Legend	Additional Notes
Final Examination activity	TBA - Details to be confirmed later
Scheduling activity	CS - Campus Solutions
Registration activity	DCU - Data Collection Utility
Casual Room Booking activity	RBS - Room Booking System

APPENDIX B

Scheduling Time Patterns – 2023-2024 (SAMPLE)

Pattern	Description	Time Pattern Example
	<u>Daytime</u>	
1*1	Once per week - One Hour	W 10:00-10:50
1*1.5	Once per week - One and 1/2 Hours	M 14:00-14:50
1*1.5S	Once per week - One and 1/2 Hours - TR	R 14:00-15:20
1*2	Once per week - Two Hours	T 12:00-13:50
1*3	Once per week - Three Hours	F 14:00-16:50
1*3L	Once per week - Three Hours - Lab Setup	W 08:00-11:50
1*4	Once per week - Four Hours	F 13:00-16:50
2*1	Twice per week - One Hour	W, F 09:00-09:50
2*1.5	Twice per week - One and 1/2 Hours	M, W 09:30-10:50
2*1.5S	Twice per week - One and 1/2 Hours - TR	T, R 15:30-16:50
2*2	Twice per week - Two Hours	M, W 14:00-15:50
2*3	Twice per week - Three Hours	T, R 11:00-13:50
3*1	Three times per week - One Hour	M, W, F 11:00-11:50
3*1.5	Three times per week - One and 1/2 Hours	M, W, F 09:30-10:50
3*2	Three times per week - Two Hours	M, W, F 08:00-10:50
5*1.5	Five times per week - One and 1/2 Hours	M, T, W, R, F 08:00-09:20
	<u>Evening</u>	
E1*3	Once per week - Three Hours	W 18:00-20:50
E2*3	Twice per week - Three Hours	T, R 18:30-21:30
	<u>Spring/Summer</u>	
S1*3	Once per week - Three Hours	F 13:00-15:50
S2*3	Twice per week - Three Hours	M, W 09:00-11:50
S3*3	Three times per week - Three Hours	M, W, F 13:00-15:50
S5*3	Five times per week - Three Hours	M, T, W, R, F 09:00-11:50
S5*4	Five times per week - Four Hours	M, T, W, R, F 13:00-16:50
		Days of the Week
		M = Monday
		T = Tuesday
		W = Wednesday
		R = Thursday
		F = Friday