Procedure Name:	SCHEDULING
Approved By:	Board of Governors
Approval Date:	May 20, 2022
Next Scheduled Renewal Date:	April 2027
Procedure Holder:	Education Council
Operational Lead:	Registrar and Director of Institutional Research
Procedure Number:	EDU-005P

SCHEDULING PROCEDURE

1.00   PURPOSE

1.1   This procedure provides details for setting the academic schedule, timetabling courses, and managing enrolment to best support teaching and learning at Coast Mountain College (CMTN). These procedures are to be modified by EdCo Policy Subcommittee (EPC) and approved by EdCo in consultation with the Registrar's Office as operationally required.

2.00   DEFINITIONS

2.1   For a list of all definitions related to Educational Policies see: *Education Council Policy and Procedures Definitions.*

3.00   ACADEMIC SCHEDULE

3.1   The academic schedule is prepared three years in advance and is used to plan and schedule academic activities for each academic year. The academic year is divided into three terms:

a)   Fall Term: September 1 to December 31

b)   Winter Term: January 1 to April 30

c)   Spring/Summer Term: May 1 to August 31

3.2   The draft academic schedule is developed by the Registrar in consultation with the College Community and submitted to EdCo for approval.

3.3   Consultation on the draft academic schedule includes EDCO Policy Committee, the President's Office, Vice-President Corporate Services, Vice-President Academic, Students, and International, Deans, and Directors.

3.4   The Registrar publishes the approved academic schedule on the website.

3.5   Programs or courses scheduled during Spring or Summer intersession terms adapt these procedures by prorating deadlines with fairness and within reason (e.g., last day to add or drop courses is five days).

3.6   The academic schedule will include all important dates for applications and admission, registration, new student orientation, tuition fees, reading breaks, final exams,

convocation, National Day for Truth and Reconciliation, statutory holidays, and College closures.

3.7   Final assessments, including exams, are scheduled before the end of the academic term, normally during the last two weeks of the term.

3.8   Set the first day of classes for all terms with the first day of classes in Fall term normally occurring after Labour Day. Where instructional days can't be achieved due to the Fall term reading break classes may begin prior to Labour Day.

3.9   Include new student orientation before the first day of classes in the Fall term.

3.10   Maximize instructional days in each term as follows:

   a)   Fall term: at least 63 days

   b)   Winter term: at least 63 days

   c)   Spring/Summer term: at least 63 days.

3.11   Allow for a minimum of 39 contact hours in the academic term.

3.12   Indicate the last day to change registration (add or drop courses) as five days after the first day of classes, allowing students to attend at least one scheduled class.

3.13   Include the last day to withdraw from courses as four weeks before the last day of classes.

3.14   Incorporate a reading break in the Winter term of up to five days, providing instructional days and minimum contact hours are met.

3.15   Include the date final grades from each term are to be posted before the last day to add or drop courses in the subsequent term.

3.16   Include the last day to apply to programs for domestic students as one week before term start and for international students as three months before term start.

3.17   Indicate the date when registration opens.

3.18   Include three dates for convocation ceremonies.

4.00   CREATING TIMETABLES

4.1   Draft timetables are developed by clusters/departments based on parameters such as, but not limited to, pedagogy, student needs, historical data, future projections, faculty workloads, room capacities, and the academic schedule.

4.2   The Academic Head/Coordinator/Chair recommends the draft timetables to the Dean for review.

4.3   The Dean submits approved timetables to the Registrar's Office.

4.4   All timetables should be submitted to the Registrar's Office at least six weeks before registration is planned for opening.

4.5   The Scheduling Officer reviews the timetables with the Academic Head/Coordinator/Chair to ensure there are no conflicts with required courses and/or rooms.

   a)   Conflicts are resolved in consultation with the Educational Advisor, Academic Head/Coordinator/Chair and Scheduling Officer.

4.6 The Registrar's Office enters the finalized timetables into the scheduling system and updates the website.

4.7 Departments may engage the Marketing and Communications Office and Student Services to inform them that students are permitted to register.

5.00 ENROLMENT MANAGEMENT

5.1 The College will aim to have the upcoming academic year registration available before the end of April.

5.2 To maximize enrolment, registration should be open for a minimum of three months before the course start date.

5.3 Prior to 10 weeks before the start of a course or program, the Registrar will provide the VP Academic with up-to-date enrolment data of all courses and programs open for registration.

5.4 Discussions regarding registration numbers and historical trends will take place to inform additional marketing, recruitment initiatives, and student-advising needs for at risk courses and programs, and when additional sections are required.

5.5 The instructional department will monitor acceptances and registrations. The Academic Head/Coordinator/Chair will propose additional sections to the Dean for approval.

5.6 When adding sections, consideration will be given, but not limited to, full-time equivalents, strategic direction, budgetary priorities, and courses required by students for program completion.

6.00 ADDING SECTIONS

6.1 The Dean will submit timetables to the Registrar's Office once additional sections are approved and budgeted.

6.2 Where the instructional department can reasonably predict additional demands, timetables should be submitted four weeks in advance of the course start.

6.3 For sections added close to the start of the term, faculty may consider delayed start dates to allow for registration and faculty preparation.

6.4 The Registrar's Office will contact waitlisted students and service departments about new sections available for registration.

7.00 CHANGING SECTIONS

7.1 All section changes must be reviewed by the Academic Head/Coordinator/Chair, in consultation with the Scheduling Officer, and presented to the Dean for approval.

a) Instructors wanting to change times to a course in progress must submit a request to the Academic Head/Coordinator/Chair for review and approval.

b) Academic Head/Coordinator/Chair submits the requests for room changes to the Registrar's Office.

7.2 The Academic Head/Coordinator/Chair notifies the Registrar's office by email when a TBA section is assigned.

7.3 Every effort will be made to prevent section conflicts for registered students when changing sections.

7.4 Sections may be switched from active to pending for sections with imminent changes.

7.5 The Academic Head/Coordinator/Chair is responsible for ensuring registered students are notified of section changes in consultation with the Registrar's Office.

7.6 Section changes cannot be made after stable enrolment.

8.00 CANCELLING SECTIONS

8.1 The Academic Head/Coordinator/Chair and Dean will define low enrolment in consultation with the VP Academic.

8.2 Low enrolled courses will be identified six weeks prior to the course start date, and meetings will be scheduled by the Vice President Academic (or Designate) to discuss opportunities and solutions.

8.3 The purpose of the meeting is to determine the enrolment targets for low enrolled courses/programs, and to establish the final decision date to confirm or cancel these offerings. Those involved in making this determination will be the Vice President Academic, the Dean and the Academic Head/Coordinator/Chair and the Registrar, as required.

8.4 Consideration will be given to historical trends, acceptance rates, strategic direction, and courses that are required for program completion. In special circumstances, low enrolled courses and programs may run as approved by the Dean and the Vice President Academic.

8.5 Under exceptional circumstances, it may be necessary to cancel a previously approved course due to new information about enrolment levels. In this case, the Academic Head/Coordinator/Chair and Dean will work together to identify alternatives to the students still registered in the course to ensure minimal impact to the students and the instructors.

8.6 The final decision to cancel or maintain a section will rest with the Vice-President Academic.

8.7 The Dean is responsible for communicating to the Cluster, the Registrar's Office, and affected campuses and departments that an offering has been cancelled.

8.8 The Academic Head/Coordinator/Chair or Designate will ensure that registered students are notified of cancellations in consultation with the Registrar's Office.

8.9 The Registrar's Office will update student files with changes as per information provided by the Academic Head/Coordinator/Chair.

9.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

9.1 EDU-019, *Granting of Credentials Policy*

9.2 EDU-019P, *Granting of Credentials Procedure*

9.3 EDU-021, *Grading and Progression Policy*

9.4 EDU-021P, *Grading and Progression Procedure*

10.00   HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created			