

## Guidelines for **Timetabling** Change Requests

### Changing the scheduled day and or time for a course after **students are registered**:

Once students are registered, if a department/faculty wishes to change a course day/time schedulers need to consider:

1. When considering a request to change a course, how many students are already registered in the course and may be negatively (or positively) impacted by the change?
2. Is the course Graduate level course? Graduate courses may be changed at any time with written consent from the students and approval from the Department Head (DH) or Associate Dean (AD).
3. Is the course required for graduation? How many registered students require the course in order to graduate this year? The department should investigate first before making a request to change. Look specifically at the students in their 4<sup>th</sup> or 5<sup>th</sup> year in the class and ensure that your proposed new time will not cause conflict for these students.

#### Steps:

1. Ensure you obtain written email approval from your DH/AD before moving a class to another day/time.
2. Send scheduling your request for a new day/time including the approval from the DH/AD.
3. We will verify conflicts and ensure that the proposed new time is conflict free. If not conflict free, the requested move **will be denied**. Under extraordinary circumstances, some cases may be considered and these will require Associate Dean and Registrar approval. Students who are negatively impacted must be given special accommodation if they require the course for progression or graduation.
4. Once a course is approved to be moved, the Department is required to notify all students of the change in time and/or day, and send a copy to scheduling (schedule@ucalgary.ca). Once scheduling has received the approvals and a copy of the student communication, they will process the change and update in PeopleSoft.
5. Move requests will be denied when:
  - a. The change creates a conflict for students
  - b. There is no available/suitable space for the proposed new day and time
  - c. There is no approval from DH/AD
  - d. The movement would prevent a student from graduation or progression in their degree (without exceptional circumstances).
  - e. After the start of classes, undergraduate courses with greater than 5 students will not be moved. For courses with less than 5 students, we would need a copy of approval from the students within the course that they agree on the new day and time.

### Cancelling a Class

1. Once students are registered, departments/faculties may be unexpectedly required to cancel a course or section. While administrators have the ability to do so, cancelling a class requires AD approval. A copy of the communication sent to students and the AD's approval should be forwarded to scheduling (schedule@ucalgary.ca) along with a rationale as to why the course was cancelled. This is to assist with student enquiries to Enrollment Services.

### Changing Classrooms after students have registered

All classroom change requests are to be submitted via our website and our new **Classroom Change Request Form**. This is to assist with scheduling and tracking of all change requests.

1. Requests received prior to August 15:
  - a. Are likely to be accommodated. We are able to swap rooms based on actual student enrollments up until August 15.
2. Requests received between August 15 and first day of term (block week):
  - a. We will try our best to accommodate, however we cannot guarantee availability nor will we consider the trading or swapping of rooms at this point.
  - b. Room availability becomes scarce as we approach the start of classes. Continuing Education and Special Events have the ability to make daytime bookings at this point. We may be able to negotiate a swap with Cont Ed/Special events prior to the start of classes but this is not guaranteed.
3. Requests received after the first day of term:
  - a. We will still try our best to accommodate, but there will be no negotiating with other units for space.
  - b. Classroom change requests will be processed based on a first come, first serve basis.
  - c. Instructors are strongly encouraged to visit and inspect their classrooms prior to the start of term. Once term has begun, the available space is very limited.
  - d. Once term has begun, should an Instructor request for a new classroom be granted, the instructor is expected to:
    - i. Post a message on D2L regarding the change
    - ii. Send an email to all students with the new room and CC [schedule@ucalgary.ca](mailto:schedule@ucalgary.ca)
    - iii. Post an approved door sign using the Registrar supplied and approved template, to the door of the old classroom. This sign should be removed after 2 weeks. Email Schedule if you require a copy of this template.

### Requesting a centrally scheduled room for Mid-terms or other Academic events:

Scheduling may only book academic events for departments and faculties. All non-academic events must go through special events. Anything that includes catering, or non-university staff or students is considered a non-academic booking.

1. Requesting a different classroom for an already scheduled in-class midterm:
  - a. Send an email to [schedule@ucalgary.ca](mailto:schedule@ucalgary.ca) with the course, current day/time and classroom, and requested size and technology for the new requested classroom.
  - b. Scheduling will explore available options; however, larger rooms may not be available for the request. Multiple smaller rooms might be an option.
  - c. Similar to changing a classroom once the term has begun, ensure that the new classroom for the midterm is posted to D2L, an email is sent to all students, and a door sign is posted on the regular classroom using the approved template indicating where the midterm will be located.

2. Requesting a classroom for an out-of-class midterm:
  - a. Fill out an Astra Mid-term request form. The link will be available on our website.
  - b. Email a copy of the Associate Dean's approval for the out-of-class midterm request
  - c. Requests will be accommodated based on a first-come, first-serve basis and will be based on classroom availability. It is strongly encouraged that these requests are made will in advance of the term to guarantee the requested day and time of the exam.
  - d. Out-of-class midterms must be included on the course outline given to students.
3. Requesting a classroom for an Academic Event:
  - a. Fill out an **Astra Centrally Booked Academic Event** form. The link will be available on our website.
  - b. Where rooms are available, scheduling will accommodate the request and send confirmation back to the booking party.