



## SCHEDULING OF COURSES

**EFFECTIVE DATE**      December 14, 2000

**RESPONSIBILITY FOR IMPLEMENTATION**      Director of Student Services

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### POLICY STATEMENT

GPRC's strategic plan cites the following goal: "Enhance access by minimizing barriers." The College recognizes that the schedule of courses is a critical factor in accessibility and to this end the College will ensure that the annual schedule of courses will maximize student access to courses.

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### PROCEDURES/RULES STATEMENT

1.    Preamble

The Annual Schedule of Classes will be constructed in a manner that is sensitive to the diverse cultural, social and academic needs of the students.

The timetable must be constructed in any given year to maximize access to courses and thereby not be a factor in waitlisting.

Scheduling should recognize that maximum utilization of the physical facility is important.

2.    Guidelines

2.1. The Director of Student Services is responsible for the Annual Schedule of Courses and the publication of that schedule.

2.2. The Annual Schedule of Courses will be guided by the principles of scheduling.

3.    Principles of Scheduling for Master Timetable and the Annual Schedule of Classes

3.1. The annual schedule of classes shall endeavor to be sensitive to the academic needs of students.

3.2. The Master Timetable will guarantee a conflict-free timetable for required courses in a given program.



4. Procedures

- 4.1. Prior to scheduling of the Master Timetable, Departments will identify to the Director of Student Services any specific scheduling considerations.
- 4.2. The Director of Student Services will draft the Master Timetable of courses in accordance with the principles of this policy and in consultation with Department Chairs/designates.
- 4.3. The Director of Student Services is responsible for the Master Timetable.
  - 4.3.1. The Master Timetable will preschedule high demand and/or core courses where there are substantial cross-departmental considerations.
  - 4.3.2. The Master Timetable will preschedule courses requiring specialized shared facilities (Biology, Chemistry, Computer Labs, etc.)
- 4.4. The Master Timetable will be made available to chairpersons for further discussion.
- 4.5. Each department chairperson is responsible for the scheduling of all other courses and may request assistance of the Director of Student Services and/or technical advisors.
  - 4.5.1. Proposed schedule of courses from Departments will be guided by the principles of scheduling.
  - 4.5.2. During this process Departments are encouraged to consult with their students.
- 4.6. The Director of Student Services will present the Annual Schedule of Courses to the Vice Presidents Academic and College Services by March 1.
- 4.7. The Annual Schedule of Classes will strive to maximize access to optional courses in all programs.
- 4.8. Instructors, instructional support staff and students will have reasonable access to prime instructional time and space.
- 4.9. The schedule of courses must be constructed to optimize use of College instructional and facility resources.
- 4.10. Scheduling will try to avoid extensive and continuous blocks of instruction for students, instructors and instructional support staff.



5. Terms

The master timetable is a subset of the Annual Schedule of Classes containing prescheduled class times and locations.

The annual Schedule of Classes is a dynamic document upon which students plan their personal academic schedules.

Prime Instructional time is considered to be between 10:00 a.m. and 2:00 p.m. every weekday.

Prime space is considered to be classrooms with specialized equipment or classrooms in high demand.

Annual Schedule of Courses is published as timetables.

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