**GRADUATE COURSE TIMETABLE**

The scheduling of all graduate courses is the responsibility of the ORS Scheduling Services. Scheduling Services will provide timelines based on academic cycle. The scheduling cycle for each academic year commences approximately one year in advance. The official timetable for each semester is published on WebAdvisor prior to the commencement of the initial Course Selection period for that semester.

All courses are scheduled according to the Senate approved slot system which allows for 3 x 1 hour slots meeting at the same time on Monday, Wednesday and Friday, 2 x 1.5 hour slots meeting at the same time on Tuesday and Thursday and 3-hour evening slots M-F. This basic grid is overlaid with 1x 3 hour slots and slots for other approved class formats (e.g. 1 x 4 hr) in such a way as to minimize course conflicts and maximize efficient use of teaching space. Courses may also be published with time “TBA”. In these cases it is the responsibility of the department/school to communicate first meeting information to registered students prior to the commencement of classes. Prior to the commencement of classes, regular class meeting times may not be assigned to classes published as “TBA”. If a department/school wishes to assign times for regular class meetings after the commencement of classes, registered and (within the Add period) interested students must be consulted. The times selected for regular class meetings must be unanimously supported by students in a secret ballot, and comply with all scheduling regulations.

The University scheduling day runs from 0830-1730 and 1900-2200; Senate has approved the 1730-1900 “University Time” as a period which shall be free of all regular class meetings, labs, and seminars.

**Chair/Director’s Responsibilities**

The Chair/Director or the designated Department/School Timetable Coordinator is responsible for the following:

1. Submitting to Scheduling Services, no later than the established deadline, and as per Scheduling instructions, complete requests for courses to be offered in the subsequent academic year.
2. Acting as liaison between instructors and Scheduling on all aspects of scheduling, including collecting information relevant to course scheduling from instructors, submitting it appropriately.
3. Ensuring all courses are offered in the semester and format indicated in the Graduate Calendar, Section VIII.
4. Approving the department’s course schedule before publication. This involves checking that no conflicts exist in instructor or program schedules.
5. Calculating projected enrollments for the subsequent academic year and monitoring enrollments through course selection periods, making adjustments to course capacities and the availability of sections as necessary.
6. Advising Scheduling immediately of changes to instructor assignments. Where late instructor assignments are necessary, assigning instructors in such a way as to avoid conflicts.

**Instructor’s Responsibilities**

1. Instructors are responsible for communicating to the Chair/Director or Department Timetable Coordinator, prior to the deadlines established within their department/school, any information relevant to the scheduling of courses in the subsequent academic year.

**Registrar’s Responsibilities**

Scheduling Services, taking into account requests from academic units for preferred class times, creates the university timetable according to the following priorities:

i. No instructor conflicts exist.
ii. Classroom space is allocated to courses on the basis of projected enrollments provided by the offering departments, and in such a way as to maximize the effective and efficient use of teaching space.
iii. Departmental requirements, requested by the Chair/Director or Department Timetable Coordinator, are met where possible.