



Title:	<b>Academic Schedule</b>
Policy No.	C.3.15
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	July 26, 2016; formerly Academic Timetable and Room Booking
Effective Date	November 25, 2020

### **CONTEXT AND PURPOSE**

This policy outlines the process that is employed to prepare an Academic Schedule of all courses offered by Vancouver Community College (VCC; the College). From the Academic Schedule, each student's timetable of courses is created.

The purpose of an Academic Schedule is to maximize student learning, student access and space utilization and maintain program integrity.

The Academic Schedule allows for effective scheduling, registration of students, academic planning, enrolment management, and faculty assignment and utilization within the framework of the fiscal year.

### **SCOPE AND LIMITS**

The policy applies to all employees of the College responsible for setting up course offerings. All courses offered by VCC are included in the College's Academic Schedule.

### **STATEMENT OF POLICY PRINCIPLES**

1. The College's Academic Schedule is based on the general principles of fairness, consistency, and transparency.
2. The Academic Schedule is based on the following principles:
  - a. Student centred - designed to meet the needs of the students and support teaching and learning processes.
  - b. Accessible - ensuring reasonable accommodations for students and employees with disabilities.
  - c. Responsive - providing accurate and timely information.
  - d. Fiscally responsible - maximizing the usefulness of resources.
  - e. Efficient - improving automation and integration of activities.
3. All Collective Agreements will be adhered to during the academic scheduling and timetabling process.
4. The Registrar's Office, in consultation with Departments, is responsible for the operation of a centralized scheduling process and the resulting student timetable.

## **DEFINITIONS**

Academic Records: The department in the Registrar's Office that is responsible for testing registration, applying fees in the Student Information System (SIS) and releasing the final Academic Schedule for registration.

Academic Schedule: A complete listing of all scheduled classes to be taught within an academic term, including dates, days, times, and any additional details required to set up student registration.

Academic Scheduling: The department in the Registrar's Office that is responsible for supporting the enrolment planning process, managing the academic schedule process and for communicating effectively with various stakeholders within the College.

Academic Year: The twelve-month period running from September through August. The Academic Year information includes a listing of statutory holidays, Holiday closures, VCC Day and Term start and end dates.

Contact Hours: Actual periods of time (measured in hours and portions thereof) during which classes or sections of students are engaged in scheduled periods of instruction.

Draft Academic Schedule: A preliminary academic schedule populated based on the information provided from the Enrolment Plan and then distributed to Department Leaders for review.

Enrolment Capacity: The maximum number of students allowed to enroll in each section.

Enrolment Plan: The listing of anticipated courses, sections, and students for a program/department. It informs the budget and scheduling processes.

Fiscal Year: The twelve-month period running from April 1 to March 31.

Timetable: The personal, individualized itinerary of classes provided to each student at registration. It includes Course Reference Number (CRN), name of course, days, times, location and instructor.

## **RELATED LEGISLATION & POLICIES**

### Policies

- B.3.3 Rental of College Facilities
- B.3.4 Space Allocation and Room Booking
- C.1.4 Assignment of Credits
- C.3.13 Academic Year

### Collective Agreements

- VCC and CUPE Local 4627 Collective Agreement
- VCC and VCC Faculty Association Collective Agreement

## **RELATED PROCEDURES**

Refer to C.3.15 Academic Schedule Procedures.