



Suggested Procedures for Re-scheduling Course Sections with Existing Registrants

Background:

Every year units find that they must, on occasion, re-schedule a section of a course late in the registration process in which there are already students registered. Such a change may be triggered by the unavailability of an instructor, the need for increased capacity, the need for different support facilities than are present in the original lecture space, etc. A common practice has been to change the time and possibly the room of the existing section. This approach is not recommended since it often results in timetable conflicts being created for students in the course section after the change has been implemented. In many cases, the academic units on which these timetable conflicts have been imposed are then required to assist these students in resolving the conflict. The following procedures intend to suggest an alternative approach in order to avoid student conflicts.

Exceptions to the Procedure:

The procedure suggested below is not applicable to the following three situations that may continue to be handled in the current manner.

1. The splitting of a large section into two or more smaller sections held at the same time as the former large section. Such a change cannot create a timetable conflict.
2. The moving of a relatively small section (e.g. a graduate course, a senior lecture course, a tutorial) in which all student timetables have been pre- screened in advance of the change to ensure that no timetable conflicts will arise.
3. The moving of a cohort of students who are part of a program and who will not be taking electives which could be involved in a potential timetable conflict. Such cohorts exist, for example, in programs offered by the Faculty of Education, the Peter A. Allard School of Law, the Faculty of Medicine, etc.

Procedural Details:

1. Check timetables to ensure that a significant number of currently registered students can accommodate the proposed new section.
2. Create a new section, preferably with an assigned room, at the new time.
3. Block further registration access to the section that is to be closed.
4. In conjunction with the currently registered students, move only those that can accommodate the change without a timetable conflict being created. This process may involve requesting students to change registration themselves or the unit moving them or a combination of both of these processes.



5. The department is to send an e-mail to the students alerting them of the change.
6. As a recommendation, we advise that you department should assist students who cannot be moved without creating a timetable conflict to find an alternate section of the course if it has multiple sections; to find an alternative course within your unit that fits the student's academic program; or, as a last resort, to contact the unit(s) on which the timetable conflict may be imposed to request their assistance in rescheduling the student's timetable to remove the potential conflict so that the student may make the change.
7. Follow the cancellation process for the closed section.

In all of the situations outlined above, the students involved should be sent e-mail notification to apprise them of the potential changes. Even students whose academic timetables can accommodate the proposed change may have conflicting non-university commitments that may make the change impossible for them to accommodate. Such students should be handled in the manner outlined above (see pointer 6).

Conflicts should not be created if these instructions and notes are properly adhered to. However, if a student timetable conflict is created, the onus for solving the conflict will be placed on the unit which initiated the conflict.