

'In Tandem' course scheduling requests.

Courses are offered 'In Tandem': when the course is instructed on one campus and students attend virtually on the other campus. We are using the term 'In Tandem' to minimize confusion with the cross-campus course registration procedure.

Limitations and Risks:

- Courses are not formally cross-listed at Senate level
- There is a risk that students could take both courses for credit over the duration of their degree
- Different campus scheduling practices
- Different campus scheduling timelines
- Greater concern if requested for undergraduate

Academic Scheduling Steps:

1. Faculty/Department submits request to schedule a course **'In Tandem'** with a UBC Vancouver Course
 - a. Department to identify both the UBCO course and the UBCV course to be run in tandem
 - b. Department to identify technology required in general use space or if course will be accommodated using departmental restricted space.
 - c. Department to identify where the instructor is physically located (the primary course will be the course offered on the campus where the instructor is physically located).
 - i. The campus identified as offering the primary course will schedule the course according to their campus scheduling procedures and timelines.
 - d. When the primary courses is offered from UBCV – the UBCO department will communicate days/times of course placement to enrolment services when known.
 - e. Enrolments Services will schedule course as required and will then Tag the courses (UBCO/UBCV or UBCV/UBCO)
 - i. Tag: In Tandem UBCO/UBCV (primary course is offered from UBCO)
 - ii. Tag: In Tandem UBCV/UBCO (primary course is offered from UBCV)
 - f. Enrolment Services will add a note to user text 5 (identify the Vancouver in tandem course> date stamp> initials)
 - g. Department is responsible for communicating to students the physical location of the instructor and whether or not the course will be in person or online.
 - h. Departments should use Syllabi to communicate final examination requirement and limitations