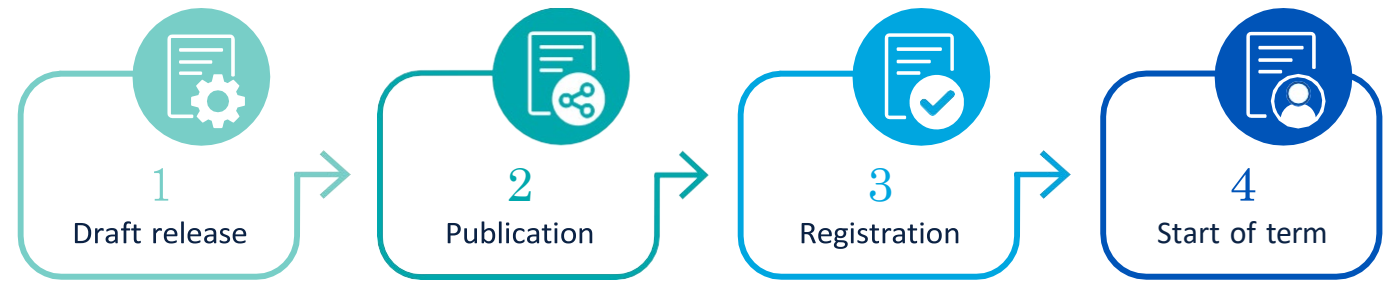


Course Scheduling Change Matrix



Department Request for*	Action	Action	Action	Action
Course section add	✓	✓	✓	✓
Course section cancellation	✓	✓	✓	✓
Location change	✓	▼	▼	▼
Course section size change (new location required)	✓	▼	▼	▼
Course section change sync to async	✓	✓	✓	✗
Course section change async to sync	✓	▼	▼	▼
Teaching instructor name add/change	✓	✓	✓	✓
Duration change/repeating pattern change	✓	▼	✗	✗
Course section change from on-campus to online	✓	✓	▼	▼
Course section change from online to on-campus	✓	▼	▼	✗
Term change	✓	✓	▼	▼
HR approved instructor accommodation requests	✓	✓	▼	✗
Day/time change	✗	✗	✗	✗

*All changes need to meet campus scheduling rules and classroom availability.

Details for each request type—as well as impacts—is documented in the subsequent pages. Review each stage for further information.

Action legend



Change made



Change subject to investigation



Change not permitted



THE UNIVERSITY OF BRITISH COLUMBIA

Okanagan Campus



Department Request for	Considerations (subject to)	Student impact	Action
Course section add	<ul style="list-style-type: none"> Classroom availability Campus scheduling rules 		
Course section cancellation	N/A		
Location change	<ul style="list-style-type: none"> Classroom availability (min 80% seat fill) Campus scheduling rules 		
Course section size change (new location required)	<ul style="list-style-type: none"> Classroom availability (min 80% seat fill) Campus scheduling rules Course increase seats viable 		
Course section change sync to async	N/A		
Course section change async to sync	<ul style="list-style-type: none"> Campus scheduling rules 		
Teaching instructor name add/change	<ul style="list-style-type: none"> Campus scheduling rules Warning: possible rescheduling required		
Duration change/repeating pattern change	<ul style="list-style-type: none"> Classroom availability Campus scheduling rules Warning: rescheduling required		
Course section change from on-campus to online	<ul style="list-style-type: none"> Campus scheduling rules 		
Course section change from online to on-campus	<ul style="list-style-type: none"> Classroom availability Campus scheduling rules Warning: possible rescheduling required		
Term change	<ul style="list-style-type: none"> Classroom availability Campus scheduling rules Warning: rescheduling required		
HR approved instructor accommodation requests	<ul style="list-style-type: none"> Classroom availability Campus scheduling rules Warning: possible rescheduling required <i>Option limited to new hires and exceptional circumstance</i>		
Day/time change	N/A	N/A	

In this phase: Rescheduling of course sections will be managed by the Scheduling team in accordance with campus scheduling rules.



Department Request for	Considerations (subject to)	Student impact	Action
Course section add	<ul style="list-style-type: none"> Classroom availability Campus scheduling rules 		
Course section cancellation	N/A		
Location change	<ul style="list-style-type: none"> Classroom availability (min 80% seat fill) Campus scheduling rules 		
Course section size change (new location required)	<ul style="list-style-type: none"> Classroom availability (min 80% seat fill) Campus scheduling rules Valid course seat projections 		
Course section change sync to async	N/A		
Course section change async to sync	<ul style="list-style-type: none"> Campus scheduling rules 		
Teaching instructor name add/change	<ul style="list-style-type: none"> Campus scheduling rules Warning: possible rescheduling required		
Duration change/repeating pattern change	<ul style="list-style-type: none"> Classroom availability Campus scheduling rules Warning: rescheduling required		
Course section change from on-campus to online	<ul style="list-style-type: none"> Campus scheduling rules 		
Course section change from online to on-campus	<ul style="list-style-type: none"> Classroom availability Campus scheduling rules Warning: possible rescheduling required		
Term change	<ul style="list-style-type: none"> Classroom availability Campus scheduling rules Warning: rescheduling required		
HR approved instructor accommodation requests	<ul style="list-style-type: none"> Classroom availability Campus scheduling rules Warning: possible rescheduling required <i>Option limited to new hires and exceptional circumstance</i>		
Day/time change	N/A	N/A	

In this phase: Changes made to scheduled sections will not update in student worklists

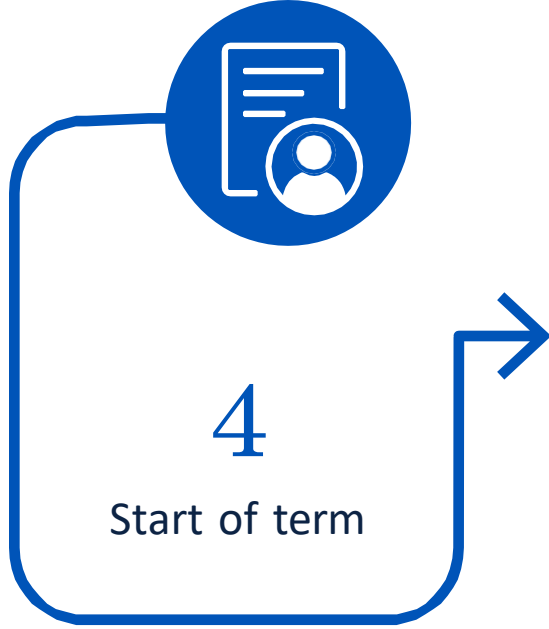
Rescheduling of course sections will be managed by the Scheduling team in accordance with campus scheduling rules.

3 Registration

Department Request for	Considerations (subject to)	Student impact	Action
Course section add	<ul style="list-style-type: none"> Classroom availability Campus scheduling rules 		
Course section cancellation	N/A		
Location change	<ul style="list-style-type: none"> Classroom availability (min 80% seat fill) Campus scheduling rules 		
Course section size change (new location required)	<ul style="list-style-type: none"> Classroom availability (min 80% seat fill) Campus scheduling rules Course increase seats viable 		
Course section change sync to async	N/A		
Course section change async to sync	<ul style="list-style-type: none"> Campus scheduling rules 		
Teaching instructor name add/change	<ul style="list-style-type: none"> Campus scheduling rules Warning: possible rescheduling required		
Duration change/repeating pattern change	<ul style="list-style-type: none"> Classroom availability Campus scheduling rules Warning: rescheduling required		
Course section change from on-campus to online	<ul style="list-style-type: none"> Campus scheduling rules 		
Course section change from online to on-campus	<ul style="list-style-type: none"> Classroom availability Campus scheduling rules Warning: possible rescheduling required		
Term change	<ul style="list-style-type: none"> Classroom availability Campus scheduling rules Warning: rescheduling required		
HR approved instructor accommodation requests	<ul style="list-style-type: none"> Classroom availability Campus scheduling rules Warning: possible rescheduling required <i>Option limited to new hires and exceptional circumstance</i>		
Day/time change	N/A	N/A	

In this phase: Changes made to scheduled sections may cause conflicts in student chosen timetables.

Where re-scheduling is required, the Scheduling team will investigate options available, in accordance with the Campus Scheduling Rules. The department will review student timetables to determine the option with the least negative student impacts.



Department Request for	Considerations (subject to)	Student impact	Action
Course section add	<ul style="list-style-type: none"> Classroom availability Campus scheduling rules 		
Course section cancellation	N/A		
Location change	<ul style="list-style-type: none"> Classroom availability (min 80% seat fill) Campus scheduling rules 		
Course section size change (new location required)	<ul style="list-style-type: none"> Classroom availability (min 80% seat fill) Campus scheduling rules Course increase seats viable 		
Course section change sync to async	N/A		
Course section change async to sync	<ul style="list-style-type: none"> Campus scheduling rules 		
Teaching instructor name add/change	<ul style="list-style-type: none"> Campus scheduling rules Warning: possible rescheduling required		
Duration change/repeating pattern change	<ul style="list-style-type: none"> Classroom availability Campus scheduling rules Warning: rescheduling required		
Course section change from on-campus to online	<ul style="list-style-type: none"> Campus scheduling rules 		
Course section change from online to on-campus	<ul style="list-style-type: none"> Classroom availability Campus scheduling rules Warning: possible rescheduling required		
Term change	<ul style="list-style-type: none"> Classroom availability Campus scheduling rules Warning: rescheduling required <i>Requires course cancellation and course add to process</i>		
HR approved instructor accommodation requests	<ul style="list-style-type: none"> Classroom availability Campus scheduling rules Warning: possible rescheduling required <i>Option limited to new hires and exceptional circumstance</i>		
Day/time change	N/A	N/A	

In this phase: Where re-scheduling is required, the Scheduling team will investigate options available, in accordance with the Campus Scheduling Rules. The department will review student timetables to determine the option with the least amount of negative student impact.

Campus Scheduling Rules

(reviewed and agreed upon by academic leadership)

Institution hours of operation

- Campus instructional hours: 8:00am–9:30pm
- Standard teaching day: 8:00am–6:30pm
- Extended teaching day: 6:30pm–9:30pm
(if no other alternative exists, or at the request of the faculty)

Placement guidelines

- Instructor unavailability will be determined in accordance with the provisions of the collective agreement and relevant UBC policies
- Instructors will be provided one (1) “non-teaching day per week, unless a 5-day instructional week is approved by the Department Head
- Instructors teaching after 6:30pm will normally not instruct prior to 11:00am the following day
- Class lecture meetings for the same section will not be on consecutive days
- Class lecture meetings for the same section will occur at the same time
- Departments will be responsible for placement of activities in spaces dedicated to their exclusive use. Related activities in general classrooms will have scheduling priority.

Principles applied to the scheduling process

- Course scheduling change requests will be subject to campus scheduling rules in all cases
- Course section seat projections should be based on historical data and will be reviewed to ensure appropriate use of space
- Change requests will follow established change matrices



THE UNIVERSITY OF BRITISH COLUMBIA

Okanagan Campus