A. Background and Definitions

The scheduling of College activities is a complex and ever-evolving process. College facilities are utilized by many stakeholders, including; students, College staff, community members and outside agencies. Each of these groups have unique and sometimes conflicting needs.

B. Purpose

To generate accurate timetables while optimizing the use College resources. To accommodate the requirements of students, administer and schedule timetables as fairly and equitable as possible.

C. Policy Statements

1. Academic spaces are identified as general use, and dedicated (program related labs or activity spaces).

2. Academic activity will take priority over non-academic activity.

3. Non-academic activity is scheduled based on the approval of department/division responsible and the availability of space.

4. It is assumed that all students and faculty members will be available to be scheduled for any of the timetable periods.

5. Classes will be scheduled on the half hour with the exception of non-post-secondary evening and weekend deliveries.

6. The College operates seven days per week with scheduled activity occurring throughout the day. Generally, scheduled activities occur between 8:30 am and 10:30 pm, but are not limited to these timeframes.

7. The development and review of scheduling parameters and principles are done to provide for an effective learning environment.
POLICY GROUP: NC700 – Academic Standards & Quality

POLICY TITLE: Scheduling

8. Students have the ability to customize their personal timetable. Such activity may result in timetables that do not adhere to established scheduling parameters.

9. Timetables and scheduling procedures must adhere with the terms of the related Collective Agreements

D. Related Documents

Procedure: NC700 Scheduling

E. Document History

<table>
<thead>
<tr>
<th>Date</th>
<th>Approval/Review/Key Change(s)</th>
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<tbody>
<tr>
<td>March 29, 2017</td>
<td>Separation of policy &amp; procedure</td>
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<tr>
<td></td>
<td>Removal of CAMP hour</td>
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<tr>
<td>December 10, 2020</td>
<td>Update of job title</td>
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