PROCEDURE TITLE: NC700 Scheduling
RELATED POLICY: NC700 Scheduling

A. Definitions

Academic Management Planning Solution (AMPS): Niagara College computer software system utilized to determine academic course requirements, including scheduling parameters and faculty assignment.

B. Procedure Purpose

To generate accurate timetables while optimizing College resources.

C. Procedure Statements

1. **Student Contact Day:** Every effort will be made by Scheduling to provide the following:
   
   a) A non-contact day;
   b) Minimize breaks between classes to no more than three (3) hours;
   c) No more than five (5) hours of consecutive classes without a break;
   d) Between a minimum of three (3) and maximum of seven (7) hours of classes in one day;
   e) Elapsed day of no more than ten (10) hours; and
   f) Minimum of 12 hours from the end of the previous day’s schedule.

2. Use of program specific lab and activities spaces are scheduled in consultation with the effected academic school. All other requests must be approved by the Vice President, Academic or designate.

3. Fulltime faculty requirements regarding medical, religious or other special circumstance accommodations are provided to the Scheduling department by the Human Resources department. All other requests must be approved by the Vice President, Academic or designate.

4. Non fulltime faculty requirements must be entered into AMPS. Every effort will be made to identify requirements by the AMPS loadings deadline.

5. Program timetable requirements are provided annually to the Scheduling department from the Office of the Vice President, Academic.
6. All student scheduling accommodations are provided to the Scheduling department from the Centre for Students with Disabilities.

7. Any updates to College facilities e.g. additions, subtractions, modifications, maintenance, etc., must be provided by Facilities Management Services to the Scheduling department each term prior to the AMPS loadings completion deadline as per the SWF and Scheduling Key Dates.

8. Academic divisional areas must accurately complete their AMPS loadings for each term by the AMPS loadings completion deadline as defined in the SWF and Scheduling Key Dates document. It is expected that all data validation queries and reports located on the corporate drive will be executed, reviewed, and corrected if applicable, prior to the confirmation of the deadline above.

9. The Scheduling department reviews the demand on space each term. The Scheduling department will collaborate with the affected divisional areas to resolve any identified issues.

10. The Scheduling department will complete a review of all schedules and attempt to reduce any broken constraints/parameters as referenced in Item 1.

**Timetable Changes**

11. All changes that cannot be managed via AMPS, must be submitted to Scheduling on the Non AMPS Change Request Form. Changes after schedules are finalized must be approved by the Vice President, Academic or designate, utilizing the Non AMPS Change Request Form.

12. All special requests for accommodation or changes not outlined herein must be approved by the Vice President, Academic or designate.

**D. Forms**

Non AMPS Change Request Form

**E. Document History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Approval/Review/Key Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 17, 2017</td>
<td>Separation of policy &amp; procedure</td>
</tr>
<tr>
<td>December 10, 2020</td>
<td>Updates of job titles</td>
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