Academic Course Scheduling and Room Assignment Guidelines

The following guidelines have been developed to create an academic course schedule that best accommodates the needs of students across all department areas. These guidelines apply to sections scheduled in general assignment classrooms and published on the semester-based timetable by the Office of the Registrar.

Standard Times

Block times must be followed when scheduling sections.

The ten-minute break time between classes is to provide students the opportunity to get to their next class in a timely manner. The ten-minute time is to be shared between the exiting and entering instructors. Neither party "owns" this break period

Course sections timetabled outside of the sessional dates approved by Senate should have the approval of the Office of the Registrar's Scheduling Office.

Course sections approved for "off-grid" scheduling and are requiring access to a general assignment classroom may be required to change their meeting pattern to find an available classroom.

Distribution of Sections

Departments should be scheduling courses which best fit the needs of students, and which use the most effective pedagogy for course delivery.

Faculty areas must make every effort to spread out classes throughout the week and the day

The daily schedule must not have more than 15% of offerings within any one block during the day.

It is advisable that 10% of courses are to be scheduled in the evening (start time 17:30 or later).

Instructional Methods

Each course section must declare their instructional mode so that students are fully aware of course expectations at the time of registration.

Sections using a hybrid teaching mode should have at least 30% of the class as face-to-face or similar.

Room Assignment

The scheduling process will attempt to optimize the use of academic teaching space using the course size and requirements, the room capacity and features requested via the timetabling software (DCU).

To retain the room assigned, the course section must be published and must permit students to register (Active). Where another active course requires timetabling, sections marked as Section Pending may lose their assigned space.

Any section that is not using its assigned room to its capacity may be reassigned a smaller room.

Classroom Capacities and Resources

Classroom capacities are determined by UFV's Campus Planning office based on BC Fire Code regulations and are maintained by the Office of the Registrar.

Furniture in classrooms should not be removed. The removal or addition of classroom furniture affects all sections and mis-represents the official room capacities.

Specific classroom characteristics are recorded and available to users via the UFV Room Bookings portal.

Adjustments to Assigned Classrooms

Once published, instructors may request a change in room assignment, if the section(s) are appropriately utilizing the assigned space based on enrolments capacities.

Scheduling is not required to accommodate requests to change section room assignments based on the proximity of the section to the department/faculty building or the instructor's office.

Where specific AV equipment is required (i.e., Lecture Capture technology (LCAP)), Scheduling will attempt to find an appropriate classroom. However, due to the limited number of classrooms equipped with certain software, we are unable to guarantee the desired classroom.