Approval Date: August 17, 2009

Parent Policy: Space Management Policy

Classroom Scheduling for Courses Procedure

Office of Administrative Responsibility:	Office of the Registrar
Approver:	Vice-Provost and University Registrar
Scope:	Compliance with University procedure extends to all members of the University community

Overview

All space on campus is managed centrally by Facilities and Operations (F&O), Office of the University Architect. F&O entrusts **classroom space** to the Office of the Registrar, Examinations and Timetabling Division (ETT) for the purposes of scheduling **courses** and for scheduling **casual bookings**. This procedure does not apply to all classrooms on campus, only those under the control of ETT. (Scheduling of some non-classroom space has also been entrusted to ETT, for example, the Business/Tory Galleria.)

Information on the procedure for how ETT schedules space for casual purposes is found in the *Casual Event Booking Procedure*.

Purpose

To define the process by which ETT schedules classroom space under its control for courses offered by the University of Alberta.

PROCEDURE

The assignment of classroom space for courses takes place as follows:

1. The class timetable is copied from term to term, including classroom assignments. Faculties and Departments have a period of time in which to make changes to their timetable and to request other rooms. Generally, if there are no changes to a class section it will retain the room assigned.

2. Some Faculties and Departments have been granted priority to certain classrooms, such as Engineering classes in the Engineering Teaching and Learning Complex. Where such priority exists, the department must make the request for space on the first draft of the timetable. After the first draft has been prepared, ETT will assign the space as needed.

3. ETT will also take into consideration the following points when assigning space:

   a. adherence to the standard time slots set out in the University Timetable

   b. room capacity and anticipated enrolment

   c. specialized room features or equipment required (e.g., smart classroom requirements)

   d. proximity to teaching department (e.g. Business classes have priority to rooms in the Business building).

4. ETT will attempt to find room assignments that provide maximum benefit to students, Faculties and Departments. No Faculty or Department (or instructor) can be guaranteed specific room assignments.

5. In the event that there are multiple demands for a classroom that cannot be resolved, ETT will request that the chairs and/or deans make a decision.

6. Throughout the term, as new class sections are added, ETT will assign classroom space from what is available at the time.

ETT will give first priority in booking classroom space to courses. Other requests for the use of classroom space will only be considered after the Registration Deadline for each term has passed.

No room rental charges will be levied for the use of classroom space for courses. If additional equipment, facilities, or services are required by the teaching department, charges to recover additional costs may be imposed, as determined by the appropriate service unit (e.g. Information Services and Technology (IST)).

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]	
Classroom Space	In this procedure, classroom space refers to those classrooms under the control of Examinations and Timetabling, in the Office of the Registrar.
Courses	Those courses approved by General Faculties Council (GFC) and offered by the University of Alberta.
Casual Bookings	In this procedure, casual bookings refers to the scheduling of space on campus for purposes other than scheduled sections of GFC-approved courses. For example, for meetings, conferences, student group events, extra course seminars, class review sessions, guest speakers, etc.

FORMS

There are no forms for this procedure. [▲Top]

RELATED LINKS

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Information Services and Technology (IST) (University of Alberta)

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