

Title	Academic Scheduling
Number	E2012
Category	Admissions/Registrar

1. PURPOSE

This policy and associated procedures outline the process that is used to prepare an Academic Schedule of all courses offered by Langara College (Langara; the College). All students' timetables of courses are created from the Academic Schedule.

The purpose of an Academic Schedule is to optimize student learning by enabling equitable student access to course options, maximize space utilization and support program integrity through accessible course offerings.

The Academic Schedule will minimize student registration conflicts, and allows for effective academic planning, enrolment management, space allocation, and faculty assignment and utilization within the framework of the fiscal year.

2. DEFINITIONS

Academic Schedule – a complete listing of all scheduled courses offered within an academic semester, including course days, times, mode of delivery, restrictions, additional fees, location(s), and any additional details required to facilitate student registration.

Academic Year – the twelve-month period running from September 1 through August 31. The Academic Year information includes a listing of statutory holidays, holiday closures, and term start and end dates.

Course Section – a specific offering of a course. Courses may be scheduled with one or more sections.

Draft Academic Schedule – a preliminary schedule populated based on information provided to Registrar and Enrolment Services (RES) that has not yet been approved by the appropriate Dean, Division Chair, Department Chair, or Program Coordinator.

Enrolment Capacity – the maximum number of students permitted to enroll in a course section.

Fiscal Year – the twelve-month period running from April 1 to March 31.

Scheduling – the unit in Registrar and Enrolment Services responsible for supporting the enrolment planning process, managing the academic schedule process, and for communicating effectively with various stakeholders within the College.

Timetable – the personal itinerary of classes based on a student's course registration. It includes Course subject and number, instructor name(s), and the days, times, delivery mode, and location.

3. POLICY**Scope**

- 3.1 This policy applies to all employees of the College responsible for setting up course offerings. All Regular Studies and Continuing Studies courses offered by Langara are included in the College's Academic Schedule.

General

- 3.2 The Academic Schedule is based on the following principles:
- a) Student centred - classes will be scheduled to optimize students' access to courses so they are able to complete their studies in a timely manner.
 - b) Responsive - classes will be scheduled to maximize student choice while minimizing individual schedule conflicts.
 - c) Utilization of Space - classes will be scheduled to make the best possible use of teaching facilities and resources.
 - d) Efficient - decisions about course timetables are based on ongoing assessment of the principles.
- 3.3 All Collective Agreements will be adhered to during the academic scheduling and timetabling process.

4. RESPONSIBILITY

For inquiries relating to this policy, contact the Registrar.

5. REGULATIONS/PROCEDURES

Academic Scheduling Procedures

History/Revision	
Origination Date	June 25, 2024
Amendment Date(s)	Not applicable
Next Review Date	June 25, 2028