

# Registrar and Enrolment Services

Scheduling, Waitlists and Overrides

June 22, 2017

**Langara.**

THE COLLEGE OF HIGHER LEARNING.

# Scheduling

- Timelines
- Scheduling process
- Schedule submission sheets
- Minor and major course schedule changes

# Scheduling: Timelines

Semester	Submission Deadline	Registration	Length
Fall	January	June	4 months
Spring	May	November	5 months
Summer	October	March	4 months

- Scheduling for over 40 departments in Regular Studies
- Scheduling rooms for CS programming
- Ad Hoc bookings

# Scheduling: The process

- RES sends instructions and past schedule to Department Chair
- RES receives submission from Department Chair
- RES enters schedule, review prime time and scheduling matrix.
- RES sends Department Chair submission for review and sign off
  - (only a small selection of rooms assigned)
- Once all schedules received, assign remaining rooms

# Principles that guide scheduling

- Prime Time (9:30-16:20 M-Th)
  - No more than 10% of offerings can be within the same time frame
  - No more than 60% of all courses scheduled can be offered during prime time
- Scheduling Matrix
  - 2x2 (M/W, T/Th, W/F, Th/F)
  - 4X1 (course is each day, same time)
  - 1x3 (after 18:30 M-Th, all day Fri & Sat)

# Changes after Schedule sign off

- Major course change
  - Email to Division Chair for Approval
    - (Division Chair will forward to RES)
  - Add/Cancel a section
  - Change room, day or time
  - Add or update release time
- Minor course change
  - Send directly to [schedule@Langara.ca](mailto:schedule@Langara.ca)
  - Instructor name change
  - Class size change

# Registration

- Privacy of Information
- Waitlists process for students
- Waitlist overflow flags
- Overrides (access, types)

# Personal information

- Responsibility to keep the info private
  - (eg. No discussion with parents, etc.)
- If student comes in with parent/friend
  - ask the student in private if they are ok to have companion attend
- Students are the only ones who can register themselves
  - instructors should not register students.



# Waitlists

- Domestic and International waitlists
- 1<sup>st</sup> day of registration, Department Chairs can change the waitlist numbers for a course in myLangara.
- Students are emailed offer
  - mylangara and designated preferred account
- Students also advised to check waitlisted courses on myLangara
- Students offered a seat
  - 24 hours to accept

# Waitlist overflow flags

- If overflow is “OFF”
  - IE seat becomes available
  - Only offered to IE student on waitlist. If no IE students, the seat stays open
  - RES gets a list before registration on which ones to turn off
- If overflow is “ON”
  - IE seat becomes available
  - First offered to IE student on waitlist
  - When no IE students on waitlist, given to DOM student
  - Close to the end of registration, RES turns overflow flag on as per direction
- IE students cannot take a domestic seat
  - Would have to change seat allocations in order to add an extra IE seat

# Registration Overrides

- A registration override: overrides requirements for registration into the course.
- Department enters in myLangara
  - Student Registration Permit Overrides
- Course or section level
- If needed for every course, send to relevant department (eg. Math pre-reqs)

# Who can grant overrides?

- Department Chairs can grant all types of overrides
- Instructors in Health Sciences can grant pre-requisite overrides
- Instructors in Biology and Geography can grant pre-requisite and special approval overrides
- Instructors in Humanities and Social Sciences Division can grant special approval overrides

# Types of Overrides

- Pre-requisite
  - No expiry/1 semester
- Repeat Limit
  - Expires at end of semester
- Co-requisite
  - Expires at end of semester
- Special approval
  - Overrides class capacity
  - Expires following day at 9PM
  - Allows a student to register into a program-restricted course
  - Acts as a late registration approval
  - Granted by section (not course)