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.

<u>Block times</u> 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

this break period

Course sections timetabled outside of the <u>sessional dates approved by Senate</u> should have the approval of the Office of the Scheduling Office.

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

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).

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