

Slot Sheet

Monday		Tuesday		Wednesday		Thursday		Friday	
8:30-9:30 <b>1</b>	8:30-11:30 <b>30</b>	8:30-9:30 <b>7</b>		8:30-9:30 <b>1/7</b>		8:30-9:30 <b>7</b>		8:30-9:30 <b>1</b>	8:30-11:30 <b>38</b>
9:30-10:30 <b>2</b>		9:30-11:00 <b>11/50</b>	9:30-12:30 <b>32</b>	9:30-10:30 <b>2</b>	9:30-12:30 <b>34</b>	9:30-11:00 <b>11/52</b>	9:30-12:30 <b>36</b>	9:30-10:30 <b>2</b>	
10:30-11:30 <b>3</b>		11:00-12:30 <b>12/51</b>		10:30-11:30 <b>3</b>		11:00-12:30 <b>12/53</b>		10:30-11:30 <b>3</b>	
11:30-12:30 <b>4</b>				11:30-12:30 <b>4</b>				11:30-12:30 <b>4</b>	
12:30-1:00 Mid-Day Break - No Classes		12:30-1:00 Mid-Day Break - No Classes		12:30-1:00 Mid-Day Break - No Classes		12:30-1:00 Mid-Day Break - No Classes		12:30-1:00 Mid-Day Break - No Classes	
1:00-2:30 <b>5*/54</b>	1:00-4:00 <b>31</b>	1:00-2:30 <b>13/57</b>	1:00-4:00 <b>33</b>	1:00-2:30 <b>5*/60</b>	1:00-4:00 <b>35</b>	1:00-2:30 <b>13/63</b>	1:00-4:00 <b>37</b>	1:00-2:30 <b>5*/66</b>	1:00-4:00 <b>39</b>
2:30-4:00 <b>6*/55</b>		2:30-4:00 <b>14/58</b>		2:30-4:00 <b>6*/61</b>		2:30-4:00 <b>14/64</b>		2:30-4:00 <b>6*/67</b>	
4:00-5:30 <b>10/56</b>		4:00-5:30 <b>15/59</b>		4:00-5:30 <b>10/62</b>		4:00-5:30 <b>15/65</b>			
5:30-6:30 Break - No Classes		5:30-6:30 Break - No Classes		5:30-6:30 Break - No Classes		5:30-6:30 Break - No Classes		5:30-6:30 Break - No Classes	
6:30-8:00 <b>20</b>	6:30-9:30 <b>40</b>	6:30-8:00 <b>22</b>	6:30-9:30 <b>41</b>	6:30-8:00 <b>20</b>	6:30-9:30 <b>42</b>	6:30-8:00 <b>22</b>	6:30-9:30 <b>43</b>	<b>*Flex-slot</b> Slots 1-7 are 3 x 1h or 3h flex-slots Slots 10 - 15 are 2 x 1.5h day slots Slots 20 - 23 are 2 x 1.5h night slots Slots 30 - 39 are 3h day slots Slots 40 - 43 are 3h night slots Slots 50 - 67 are 1 x 1.5h day slots	
8:00-9:30 <b>21</b>		8:00-9:30 <b>23</b>		8:00-9:30 <b>21</b>		8:00-9:30 <b>23</b>			

### Principles of Timetabling

Parameters to apply in the scheduling process of an annual coordinated Acadia University timetable. The following general principles will be used to schedule courses:

- Acadia has a student focused timetable intended to maximize student choice. Priority will be given to avoiding timetable conflicts for students between required, supporting or elective courses as identified by units from among their own offerings, as well as those identified by cross-unit consultations. To facilitate this principle, departments must fully use the timetable within the constraints of their discipline, following the normal teaching workday, that is from 8:30am to 5:30pm, Monday to Thursday, and 8:30am to 4:00pm Friday.
- Evening courses (6:30pm to 9:30pm) may be scheduled, with a requirement that an individual faculty member is to have only one class scheduled in a weekly period past 6:30pm, unless desired or requested by the individual faculty member.
- The normal pattern for classes and labs is: 90-minute slots 2 days a week, a 180-minute slot 1 day a week, or 60-minute slots 3 days a week.
- A slot should be viewed as a “container” that can hold the credit hours for a course. The timetable does not prescribe the number of minutes of teaching time. It enables the scheduling of course instruction hours in a way that avoids conflict.
- In some cases (e.g. slots 5 and 6) the slot is considerably longer than the standard 3 credit hours. These slots can be used flexibly to make up the required instruction time (e.g. M/W 1:00 – 2:30 or MWF 1:00 – 2:00, etc).
- The number of minutes of instruction time for a course should not be affected by the slot to which it is scheduled. For example, 150 minutes of instruction time could be distributed as 3 x 50 minutes or 2 x 75 minutes.
- Instruction should end before the end time of a slot, allowing time for students to travel to a class scheduled in the next slot. For example, a class in an 8:30 – 9:30 am slot might end at 9:20 am.
- The scheduling process will attempt to optimize the use of academic teaching space using the course size and requirements, the room capacity and features, and preferred teaching space.
- All courses must be offered within the slots approved by Senate. Requests for asynchronous scheduling will be considered on a limited basis and must be requested by the Chair or Director, giving clearly articulated reasons for the request, to the Vice-President Academic’s Deans Committee for review. Only approved requests will be processed by the University Registrar’s Office and will be assigned after all other classes have been scheduled.
- Persons with disabilities will be accommodated in any timetable matters up to the point of undue hardship for the University.
- While every attempt should be made to adhere to the standardized slots, intensive, specialized programs (e.g. B.Ed., M.Ed.) may need to operate as per their own distinct requirements.
- Coordinating with the timetable patterns of Maple League partners will be a consideration to increase student course selection and choice.