

University of Prince Edward Island		Version: No. 1
Procedure:	Scheduling Procedures	

Associated Policy:	Scheduling Policy
Effective Date:	March 14, 2025
Authority:	Senate
Responsibility:	Vice-President, Academic and Research

1. Scheduling Process

1.1 Academic Units provide input of their course offerings into the Data Collection Utility (DCU) for the Registrar's Office.

1.2 The Registrar's Office compiles all submitted data and builds a schedule from the information provided in the DCU and in accordance with the Scheduling Policy.

2. Deadlines for Scheduling Production

2.1 Academic Units and the Registrar's Office shall meet the following deadlines with submissions and postings.

September 1. Scheduling Software Portal (DCU) open for data entry of submissions for the upcoming Summer, Fall, and Winter terms.

November 15. Deadline for Summer, Fall, and Winter schedule submissions to the Registrar's Office using the approved format.

November 29. Deadline for draft of Summer Schedule to be circulated.

December 15. Deadline for changes to Summer Schedule.

Prior to the Winter Add/Drop Deadline and posted the first day of the Winter term. Summer schedule posted for students to review

February 1. Draft Fall/Winter schedule circulated by the Registrar's Office to Academic Units for review.

February 15. Deadline for feedback from Academic Units to be sent to Registrar's Office.

March 1. Fall and Winter schedules are posted for students.

Refer to Academic Calendar dates for annual registration dates for each term.

3. Approved Time Patterns

All courses submitted to be scheduled will be scheduled into one of the Time Patterns listed below. Academic Units are responsible for submitting Time Patterns for all courses that require scheduling. Related guidelines for scheduling can be found in Section 5 of the Scheduling Policy.

Timeslots with the same number and colour reflect a pattern of approved course scheduling blocks as per the days of the week.

For course labs to be scheduled in a laboratory or non-classroom space that fall outside of the listed Time Patterns, please refer to section 4F of the Scheduling Policy.

Tutorials to be scheduled in a classroom space will follow the Time Patterns below, recognizing they are normally delivered only one day per week.

3.1. 3x1 Time Pattern (4.3.1: 3 times a week for 50 minutes): Fall and Winter

	Monday	Wednesday	Friday
8:30am-9:20am	1	1	1
9:30am-10:20am	2	2	2
10:30am-11:20am	3	3	3
11:30am-12:20pm	4	4	4
12:30pm-1:20pm	5	5	5
1:30pm-2:20pm	6	6	6
2:30pm-3:20pm	7	7	7
3:30pm-4:20pm	8	8	8
4:30pm-5:20pm	9	9	9

5:30pm-6:20pm	10	10	10
6:30pm-7:20pm	11	11	11
7:30pm-8:20pm	12	12	12
8:30pm-9:20pm	13	13	13

As per the Faculty Collective Agreement, no course shall be scheduled to begin later than 4:30pm Monday through Friday, unless the Member consents and the Chair or Dean agrees that the course may be scheduled outside of these hours

3.2. 2x1.5 Time Pattern (4.3.2: 2 times a week for 1 hour and 15 minutes): Fall and Winter

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30am-9:45am	X	1	X	1	X
10:00am-11:15am	X	2	X	2	X
11:30am-12:45pm	X	3	X	3	X
1:00pm-2:15pm	X	4	X	4	X
2:30pm-3:45pm	5	6	5	6	X
4:00pm-5:15pm	7	8	7	8	X
5:30pm-6:45pm	9	10	9	10	X
7:00pm-8:15pm	11	12	11	12	X
8:30pm-9:45pm	13	14	13	14	X

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3.3. 1x3 Time Pattern (4.3.3: 1 time a week for 2 hours and 45 minutes): Fall and Winter

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30am -11:15am	1	2	3	4	5
11:30am-2:15pm	6	7	8	9	10
12:30pm-3:15pm	11	X	12	X	13
1:00pm-3:45pm	X	14	X	15	X
2:30pm-5:15pm	16	17	18	19	20
5:30pm-8:15pm	21	22	23	24	X
7:00pm-9:45pm	25	26	27	28	X

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3.4. Summer Semester Time Pattern

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30am -11:15am	1	2	1	3	2
12:30pm-3:15pm	4	5	4	6	5

3:30pm-6:15pm	7	8	7	9	8	9
5:30pm-8:15pm	10	11	10		11	X
7:00pm-9:45pm	12	13	12		13	X

As per the Faculty Collective Agreement, no course shall be scheduled to begin later than 4:30pm Monday through Friday, unless the Member consents and the Chair or Dean agrees that the course may be scheduled outside of these hours