Forced Times, Departmental Meetings and Off-pattern Timeslot Requests

Forced times requests for face-to-face or online sections (the proposed schedule along with the rationale) must be submitted to the University Timetabling Committee, for approval review. This proposal can be sent via memo or an email to Suzanne Blanchard, the Chair of the UTC. If the request is approved, the departmental timetabling coordinator will then enter the off-pattern timeslot requirement information into the DCU (Time Requirements text box on the Component Editing screen).

Note:

- Approval is NOT necessary for contract instructors. Details regarding contract instructors should be recorded in the Time Requirement text box on the Component Editing screen in DCU.

- Departmental rooms can be forced by departmental administrators in the DCU without approval; this information will not be purged.

Time requested by academic departments for **departmental meeting,** or other administrative or academic activities **should not exceed 3 hours and must follow the time slot system**. Any requests that fall outside of these parameters must be sent to the University Timetabling Committee, for approval. If the request is approved, the submitter will be notified by the UTC, and the departmental timetabling coordinator will then enter the departmental meeting information into the DCU.

Off-pattern timeslot requests (the proposed schedule along with the rationale) must be submitted to the University Timetabling Committee, for approval review. **Please note that off-pattern scheduling arrangements affect student timetables and room utilization.** If the request is approved, the departmental timetabling coordinator will then enter the off-pattern timeslot requirement information into the DCU (Time Requirements text box on the Component Editing screen).