

<b>Number:</b>	ASA-404
<b>Title:</b>	Classroom Allocation
<b>Person responsible for enforcement:</b>	Vice-Rector, Academic and Research
<b>Entered into force:</b>	March 28, 2018
<b>Approved:</b>	March 28, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## **1. Policy statement**

This regulation streamlines the efficient use of classrooms at Saint Paul University.

## **2. Regulation**

- 2.1 No classroom or seminar room is intended for exclusive use, unless with special permission.
- 2.2 The assignment of classrooms is the responsibility of the University and is entrusted to the person responsible for coordinating the course schedules at the Office of Admissions, Registrar and Student Services.
- 2.3 The course schedule coordinator assigns classrooms (for classrooms, seminars and workshops) in agreement with the deans.
- 2.4 Once the schedule has been set, the time or location of a class cannot be changed without prior authorization from the faculty concerned and from the course schedule coordinator.

## **3. Areas of application**

- 3.1 The deans must designate one person from their faculty to be the contact person for the course schedule coordinator, if they do not do so themselves,
- 3.2 The deans forward the complete list of courses they will offer to the course schedule coordinator as well as any suggestions they deem useful.
- 3.3 Any faculty which cancels a course must inform the course schedule coordinator.
- 3.4 In case of a change in time or classroom, the request must be sent to the course schedule coordinator.

## **4. Responsibilities of the course schedule coordinator**

- 4.1 The coordinator is responsible for assigning and coordinating classrooms throughout the year.
- 4.2 He creates an overall timetable for the entire University. He must set the time and location of courses in collaboration with the deans. He responds to the deans' suggestions whenever possible and where there are no scheduling conflicts.
- 4.3 He must be consulted and informed of all proposed changes to classroom locations.
- 4.4 He must set an overall timetable for all courses given at the University by indicating the room, day and time of each course.
- 4.5 He must collaborate with the deans for the allocation of the rooms required for examinations.

- 4.6 He must determine the possible needs of the University regarding classrooms and inform the director of Facilities Services of all needs for organizing classrooms.

## **5. Allocation criteria**

The allocation of classrooms should aim to:

- use classrooms in an optimal way;
- ensure good scheduling management so as to avoid possible scheduling conflicts for mandatory courses and teaching schedule conflicts for professors;
- choose a room whose capacity matches as closely as possible the anticipated number of students;
- respond to special requests, such as the need to have audio-visual material.