UPDATES FROM THE SCHEDULING OFFICE

Preparation of the Fall 2017 Schedule of Classes is officially underway. Scheduling Representatives were hard at work even before April, gathering their department’s course information. From April 3 to 13, representatives coded this information into the Data Collection Utility (DCU), and submitted Level 1 and 2 Instructor Constraints. With the various and several responsibilities our representatives have to contend with, we have nothing but respect for all who work so hard toward the success of the timetable each term.

April witnessed the end of another successful final examinations period. From April 7 to 25, students wrote their final exams for the Winter 2017 term. Once again, our team of Presiding Officers managed the Physical Activities Complex (PAC) amazingly. Members of the Registrar’s Office did a great job providing instructors with their printed exams and supplies in Math and Computer (MC). Our office would not be able to manage the exam period as well as we do, without such wonderful and knowledgeable staff.

Spring 2017 midterms were booked and appropriate space was found for all requests. If you have yet to send in your midterm requests, please do so.

Finally, National Volunteer Appreciation Week was April 23 to 29. Several members of the community here at the University of Waterloo give their free time to organizations on and off campus. We are aware that many of our Scheduling Representatives contribute a great deal to various not-for-profit groups. We want to acknowledge all those who volunteer and say thank you!

REMININDERS: Here are a few reminders for Scheduling Representatives during the month of May:

- May 15 to 19: PCS block enrollment.
- May 23 to 29: Course Selection Week for upper year students only.
- May 30: Course Selection data is available to academic departments.
- May 31 to June 2: Changes to real courses based on Selection Data submitted to the Scheduling Office.

Have a fun and safe Victoria Day Weekend!