Policy Group	Admissions and Registration	Policy Number	ACA-REG-10	
Responsible Office	Office of the Provost	Distribution	External	
Date Approved	17 June 2021	Effective Date	17 June 2021	
Date Last Reviewed	New Policy	Due Date for Next Review	17 June 2024	

POLICY
Undergraduate Course Schedule

1. Purpose

The purpose of this policy is to ensure that the practices governing the scheduling of the baccalaureate programs at Zayed University are conducted in a manner that is consistent with university standards, and with integrity, fairness, and consistency.

2. Application

This policy applies to the official undergraduate course schedules published by the Admissions and Registration Department at Zayed University.

3. Policy

3.1 A detailed schedule of classes will be prepared and published by the Admission and Registration Department for each academic semester one week prior to the online registration period for that semester.

3.2 The schedule of classes will include detailed, section-specific information on all courses offered for enrollment in the academic semester, including the following:

   a) Course prefix, number, and section with Course Reference Number (CRN) specific to the academic semester;

   b) Semester credit hours allocated to the course;

   c) Weekly course meeting pattern including specific days and times;

   d) Building and room locations for each section that is in face-to-face delivery mode;

   e) Names of the instructors assigned to the sections;

   f) Course delivery mode; and

   g) Other relevant information necessary for students to successfully register and participate in the course.

3.3 The management and development of the schedule is a shared responsibility among College Assistant Deans and department chairs under the overall direction of the Admissions and Registration Department.

   3.3.1 The Admissions and Registration Department is responsible for the overall management of scheduling including the development of scheduling guidelines and processes, determination of the production time and related deadlines, communication with the colleges and the Timetabling Office, review of limitations on instructor availability for scheduling, and approval

of changes in course schedules and room assignments after the schedule of classes has been published.

3.3.2 The defining of the specific courses/sections to be scheduled including general course meeting patterns, enrollment ceilings, assignment of specific instructors, approval of necessary limitations on instructor availability, and any specific requirements for type of class meeting rooms are based on projection with cooperation from college administrators.

3.3.3 Under guidelines approved by the Admissions and Registration Department, the Timetabling Office determines and assigns specific days and times, and specific buildings and rooms for each meeting of each course/section.

4. Related Policies and Laws
ACA-REG-05 Undergraduate Enrollment and Registration

5. Administration
This policy is administered by the Admissions and Registration Department.

6. Revision History

Date	Revision
17 June 2021	President's Decision issued (PD#31 of 2021).
8 June 2021	Approved by the University Council.
16 May 2021	Reviewed by the UC Academic Affairs Committee: • Added "one week" to 3.1; • Added "that is in face-to-face delivery mode" to 3.2.d; • Added "among College Assistant Deans and department chairs" to 3.3.
10 March 2021	Endorsed by the Academic Council.
15 February 2021	Endorsed by the Provost's Council.
8 February 2021	Endorsed by the Deans' Council subject to: • Rewording of 3.1 for greater clarification; • Added Course delivery mode to 3.2.
1 October 2020	New policy drafted.