

# Class Timetabling

Objective	Identify if a respective class issue can be approved. This might include class being full or a new time clash as a result
What are the first steps	<ol style="list-style-type: none"> <li>1. Check class capacity and its status</li> <li>2. Check if there is a clash with other classes the student is already enrolled into.</li> <li>3. Check if other streams are available</li> </ol>
What to do next	<b>If all classes are open/available</b>
	<p>Check if it is ok for student to progress with the change request</p> <ol style="list-style-type: none"> <li>1. If it <b>is not ok</b> <ol style="list-style-type: none"> <li>a. Make the relevant notes to support request</li> <li>b. Decline COE</li> </ol> </li> <li>2. If it <b>is ok</b> <ol style="list-style-type: none"> <li>a. Continue with the second check.</li> </ol> </li> </ol>
	<p>Check if there are approvals requirements for other APM</p> <ol style="list-style-type: none"> <li>1. If there are courses that require <b>approval from another APM</b> <ol style="list-style-type: none"> <li>a. Save line approval only for the course(s) of the programme you look after</li> <li>b. Make relevant notes</li> <li>c. Assign to correct APM for further approval</li> </ol> </li> <li>2. If there are <b>no courses that require approval from other APM</b> and if there are <b>no other issues</b> <ol style="list-style-type: none"> <li>a. Save line approval</li> <li>b. Make relevant notes to support request</li> <li>c. Assign COE to step 5 for processing</li> </ol> </li> </ol>
	<b>If there are classes not open/available</b>
	<ol style="list-style-type: none"> <li>1. If Timetabling need to open classes/ increase class capacity <ol style="list-style-type: none"> <li>a. Make relevant notes</li> <li>b. Assign COE to Step 3</li> </ol> </li> <li>2. If Timetabling do need to open classes/increase class capacity <ol style="list-style-type: none"> <li>a. Make relevant notes</li> <li>b. Decline COE</li> </ol> </li> </ol>
Policy Link Information	No Policy Link information available
Who can you escalate to?	Principal Scheduler – Operations
Work Instructions	