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	1. Check class capacity and its status 2. Check if there is a clash with other classes the student is already enrolled into. 3. Check if other streams are available
What to do next	If all classes are open/available
	Check if it is ok for student to progress with the change request 1. If it **is not ok** a. Make the relevant notes to support request b. Decline COE 2. If it **is ok** a. Continue with the second check.
	Check if there are approvals requirements for other APM 1. If there are courses that require **approval from another APM** **a.** Save line approval only for the course(s) of the programme you look after **b.** Make relevant notes **c.** Assign to correct APM for further approval 2. If there are **no courses that require approval from other APM** and if there are **no other issues** **a.** Save line approval **b.** Make relevant notes to support request **c.** Assign COE to step 5 for processing
	If there are classes not open/available
	1. If Timetabling need to open classes/ increase class capacity **a.** Make relevant notes **b.** Assign COE to Step 3 **2.** If Timetabling do need to open classes/increase class capacity **a.** Make relevant notes **b.** Decline COE
Policy Link Information	No Policy Link information available
Who can you escalate to?	Principal Scheduler – Operations
Work Instructions	