



EMAIL

To: Chairs and Academic Directors
From: Registrar & Assistant Dean Enrolment Management
Date: 16 April 2020
Re: Summer Timetable

Colleagues,

As you know the Registrar's Office schedules UTSC course offerings. Under normal circumstances most of these, including lectures, labs (practicals) and tutorials are scheduled with a specific day, time and room location based on department requests and room availability and posted to the [online timetable](#). Most are scheduled with a section designator code in 1-40 range indicating they are standard, on-site course meetings.

Some, however, are indicated with a section designator in the 60-79 series range, indicating an online lecture section paired with one or more 1-40 designated lecture, lab or tutorial sections of the same course. These 60-79 designated sections include neither a specified room because they are delivered online, nor a specified time because students are able to access the content (most commonly a recorded lecture described as WebOption) at any time. Others are indicated with a section designator in the 90-99 series range, indicating a stand-alone course section that is delivered entirely online, with the likely exception of mid-term test(s) and a final exam that may be held on campus.

For the F (May 11 - June 27) and Y (May 11 - August 30) sessions this summer, we have been forced to provide all course content using remote or online delivery. This will include all lecture, lab and tutorial sections for all courses and will include any tests or exams. On the [online timetable](#) most are already designated in the 90-99 series but a number also include a specified time. For these we assume there is a pedagogical reason for a specified time because student input is expected and may be graded, but we would like to confirm that is the case.

For some sections, particularly large lectures, it may be acceptable for the material to be available to students at any time. If this is the case it would be very helpful to students for planning purposes if these specified times could be removed from the timetable and identified simply under location as "Online Course." We would be very grateful if all departments and academic centres could inform the Registrar's Office of any that can be modified as a result by submitting an [Academic Activity Change form](#). We realize that some departments have yet to confirm instructors in all courses so this information may not be available yet, but we would be happy to receive this information as early as you are able to provide it.

Many thanks,
Curt

Curtis Cole, Ph.D.
Registrar and Assistant Dean (Enrolment Management)
Office of the Registrar