

Change request guidance

Information to include in “Details of request” in the online change request form varies depending on the type of change:

1. Whole unit no longer needed:
 - reason for cancellation of scheduling, e.g. insufficient enrolments.
2. Class no longer needed:
 - current anticipated number of enrolments in the unit. This allows us to check that the remaining classes are of the correct size and in a suitably sized room.
3. Additional class needed:
 - current anticipated number of enrolments in the unit. This allows us to check that classes are of the correct size and in a suitably sized room
 - size of class needed
 - room requirements (e.g. computer, projector etc.) if different from data collection template returned. If unsure, include the room requirements in the change request.
4. Clash fix:
 - units/staff involved in the clash with the unit on the change request
 - if the request is to move a class to a specific day/time to resolve the clash, check SWS to see if a suitable room is available at the requested time and include this in the change request.
5. Duration of class to be changed:
 - new duration
 - if for a shorter duration than is currently scheduled, the start time of the activity.
6. Day/time of class to be changed:
 - reason for change to day/time (e.g. staff member unavailable at scheduled time)
 - if the request is for a specific day/time, check SWS to see if a suitable room is available at the requested time and include this in the change request.
7. Type of class to be changed:
 - description of type of class to be changed, e.g. change from ‘tutorial’ to ‘workshop’.
8. Location of class to be changed:
 - reason for change of location. If this is due to an increase or decrease in anticipated number of enrolments, include the new estimated number of enrolments in the change request
 - if the request is for a specific room, check SWS to see if that room is available at the requested time and include this in the change request
 - room requirements (e.g. computer, projector etc.) if different from data collection template returned. If unsure, include the room requirements in the change request.

9. New unit to be scheduled:

- reason for new scheduling
- expected number of enrolments in unit
- type of classes needed, e.g. 1x lecture & 3x tuts
- size of classes needed
- duration of classes needed
- staff member/s taking the classes
- room requirements for each class type, e.g. computer, TUT/SEM room
- any jointly-taught units (i.e. units that need to be scheduled at the same time with the same requirements)
- clash avoidance- other units where clashes need to be taken into account
- essential day/time and reason for this request
- sequencing information, e.g. lectures to be scheduled before pracs.

General:

-including an adequate description of the change with all required information will allow the Academic Scheduling team to process your change request in a timely manner. Where required information is missing, this will delay processing.

-if the staff member is different from what was provided in the data collection template, include this in the change request. If unsure, include the staff member in your request (apart from 'whole class no longer needed') so that we can check this against the information in the system and update if necessary. This will allow us to make the change quickly and accurately.