

Change of Student Timetable Operating Procedure

Operating Procedure ID: OP 2-217

Approved by: Quality Assurance Manager; Registrar

Executive(s) Responsible: Vice President, Academics; Vice President, Operations

Administrator(s) Responsible: Student Success Manager, Registration Services Manager

Revision Date: N/A

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Next Review Date: February 2026

Background and Scope

Students are often given the choice of choosing from multiple timetables when admitted to the Ontario Institute of Health and Innovation.

This policy applies to students in all programs who are considering changing their timetable after selecting one during the admissions and registration process. It also applies to administrative staff responsible for student timetables and who regularly communicate with students regarding academic affairs.

This procedure does not apply to practicum placement shifts scheduled by the placement team. Shifts are strictly offered by the host facility and cannot be changed at the student's request.

Definitions

Timetable: Sometimes referred to as a student schedule, the timetable establishes a time when a student's courses occur, often delineated between morning or afternoon classes.

Prospective Student: Are potential students who are not yet enrolled in OIHI. Their registration may be pending due to incomplete admission requirements, i.e. Wonderlic test results, copies of identification documents, contract signatures, etc. Once the prospective student is enrolled, they officially become an OIHI student.

Supporting Documents: An original document or scanned copy which supports the student's rationale for a change in their timetable selection.

Matriculation: The act of registering a prospective student as an active student studying at OIHI, sometimes referred to as registration.

Purpose of the Operating Procedure

The purpose of this operating procedure is to establish the process for student timetable selection and the institutional response should a student wish to change their selected timetable after registration.

Roles and Responsibilities

Registration Team: Is responsible for collecting and administering the prospective student's preference for a particular timetable and enrolling students accordingly.

Student Success Team: Is responsible for communicating with matriculated students who wish to change their selected timetable.

Academic Director: Reviews and approves or denies requests for timetable changes based on faculty ability and student capacity.

Pre-requisites

1. The student has been admitted to OIHI, paid their fees and met the requirements to start their studies.
2. Prospective students should request a timetable preference change by contacting registration Services before they are enrolled in their courses.

Procedures

1. OIHI students have the right to change their timetable from morning to evening and vice versa to accommodate unavoidable changes in their lives.
2. The student must provide genuine reasons for timetable preference by submitting supporting documents to Student Success:
 - 2.1. A letter from the employer – if the change request is associated with a work schedule change.
 - 2.2. Medical documentation. Should the student need to change their timetable selection due to medical conditions or regular appointments (example, chemotherapy) they should submit those documents only to accessibility services (accessibility@oihi.ca). This would constitute academic accommodation and governed by the 2-206 Academic Accommodations for Students with Disabilities policy.
 - 2.3. Other official documentation supporting genuine reasons for timetable change request.
3. The Student Success Manager or designate vets the supporting documentation submitted by the student and forwards eligible cases to the Academic Director for consideration.
4. The Academic Director weighs faculty and student capacity in the available courses and considers whether OIHI can grant the timetable change request. Communicating their decision to the Student Success Manager or designate.

5. The Student Success Manager or designate communicates the Academic Director's decision to the student accompanied by any supporting rationale.
6. The decision must be communicated to the student within 5 business days from the student's request submission with eligible supporting documents.

Post-Procedures

1. The Academic Director considers the number of timetables change requests when scheduling course offerings and managing faculty availability for the next intake.

Related Legislation

- Ontario Career Colleges Act, 2005
- AODA (Accessibility for Ontarians with Disabilities Act, 2005)

Policy Name	Policy Number
Academic Accommodations for Students with Disabilities	2-206