Classroom Scheduling

Interim Procedure

**CLASSROOM Scheduling**

The Registrar is responsible for scheduling courses in classroom space. Open Computing Hours will be scheduled in classrooms, with direction from Information Services, following the completion of the semester class scheduling process. Open Computing Hours are defined as blocks of time reserved in classrooms for students to drop in and utilize the room's resources.

Special Events are defined as any activity that is not part of the academic curriculum (i.e. meetings, seminars, guest lectures, etc.) As courses and open computing have priority over special events, the latter may not be confirmed in classroom space until the courses for the term in which the special event falls have been scheduled. THEREFORE, any reservation for a special event occurring in a classroom may get "bumped" as new classes are added to the schedule of courses. Therefore, a contingency plan should be prepared in the event that a course addition/Modification affects a reservation.

No classroom is "owned" by a particular course, faculty member, or department. All classrooms are eligible for open computing and special event scheduling, as appropriate. Some classrooms are very specialized and may contain hazardous materials. Therefore, those classrooms would only be used after
all other options have been explored and would require additional approval. Moreover, the use of a specialized classroom may require specific user training and the completion of various usage forms and agreements.

CONFERENCE ROOM Scheduling

Information Services is responsible for scheduling conference rooms. However, several individuals within the college may participate in the approval process for event scheduling in these rooms.

There are four conference rooms available in Building 1.

- Room 418 - 15 seats; 21 maximum (example)
- Room 201 -
- Room 101VB -
- Room G07A -

There is one conference room available in Cabell Hall; Room 300 - 8 seats; 10 maximum (example)

No conference room is "owned" by a person or department. Reservations for the Conference Rooms are on a first come/first serve basis. However, priority will be given to standing meetings for various college-wide councils, committees, staff meetings and user groups.

RESERVATION INFORMATION REQUIREMENTS

You may request to reserve a conference room or classroom for SPECIAL EVENTS through the use of the official college scheduling tool; Microsoft Outlook. All rooms available for scheduling will be presented via the “All Rooms” listing available in Outlook’s “Global Address Book”. You will be notified via Outlook once your request has been processed.

If the event needs special services/accommodations, you may be required to complete a separate reservation form that could include the following:

- DATE(s)
- START AND END TIME(S)
- PREP AND CLEANUP TIME (if any)
- NUMBER OF ATTENDEES EXPECTED
- ROOM PREFERENCE (if any)
- ALTERNATE ROOM/DATE/TIME
- NAME/TYPE OF EVENT
- DEPARTMENT
- CONTACT NAME (this person will be the primary contact for the event)

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• PHONE NUMBER AND EMAIL
• RESOURCE REQUIREMENTS (e.g. Computers, special software, multi-media/projection, etc.)
• HOSPITALITY REQUIREMENTS (e.g. food and/or drink)

The following departments are automatically emailed, if needed, once your reservation is confirmed:

• Physical Plant
• Security
• Food Services

PLEASE NOTE: If your event is after hours or on a weekend, your event must first be approved by the Director of Physical Plant.