Office of Academic Services

Room Scheduling Guidelines
For Semester Class Schedule Development

1. First Run

- **LCTR** rooms - 1st Run Priority Lecture Rooms: Department heads should use the first run to do the bulk of their class scheduling. They should schedule their 1st priority general lecture spaces as tightly as possible. (The first run priority room assignments are always included in the Schedule Directions Packet which accompanies the emails that go out with the worksheets and posted on the Academic Services website.) These lecture rooms are your department's priority rooms on the first run only.
  - After Academic Services enters all the changes on the first runs, if a conflict exists in one of your 1st Run Priority Lecture Rooms with a class from another department, your class will be the class that stays. The other department in conflict will be expected to make a change.
  - Conversely, if another department has a class in your 1st Run Priority Lecture Room, and you have not placed a class there, he will be able to stay. You will not be able to expect him to find another room later.
- **LCTR N** rooms, **LAB** rooms, **SPRT** (Sport) facilities, and every other type of room:
  - The department assigned to these rooms is responsible for the classes placed in them. They are not checked for room conflicts. Since only his classes should appear in these rooms, there should be no conflicts. If another department's classes show up in these rooms without consent, the assigned department may rightfully ask them to move out.
  - Since there are TBA hours and other activities that go on in these rooms that do not appear in PeopleSoft, any department who wishes to place a class in any other department's **LCTR N** or **LAB** room must request permission to use it. And don't assume these permissions roll over into the next term.

2. Schedule 25 will be run at this time. Schedule 25 will have attempted to place classes that had been in conflict. To avoid any further double-booking, any unplaced classes will be placed by Schedule Change Forms, one at a time, in the order they are Approved.

~~Second Run~~
3. Instructor & Class Limit Changes /// Placing Unplaced Classes

- Use the second set of worksheets for making instructor assignment and enrollment limit changes only.
- Use the Unplaced Classes list and Schedule Change forms to make session/day/time/room changes to resolve conflicts. All changes that affect rooms must be submitted on a Schedule Change Form. SCFs will be processed in the order they are approved.

4. Printer's Proof – to be used for spotting errors only. We will accept SCFs only.

5. The Schedule goes online