



Elizabethtown College

R25 Scheduling Protocols

Academic Classroom Scheduling Protocol

1. Academic classrooms will be used to support college activities in the following priority: mission supporting events, partial-mission supporting events, and non-mission supporting events. In accordance with these priorities, academic spaces will be scheduled on a first come, first serve basis with preference given in the following order:
 - i. Academic courses scheduled by Registration and Records (mission supporting)
 - ii. Departmental use (mission supporting)
 - iii. General student use (mission supporting)
 - iv. Friends of the College (partial-mission supporting)
 - v. Special events & summer programs (partial-mission or non-mission supporting)

2. To ensure the academic schedule is accurate in R25, the Campus Event Scheduling Office will schedule events in academic spaces under the following guidelines:
 - a) Non-course related event requests for academic space submitted prior to the 5th day of each semester will be considered **tentative reservations**. After the 5th day of each semester, the final course listing will be imported from Jenzabar into R25.
 - b) Tentative events in conflict with academic courses will be moved to an alternate location by the Campus Event Scheduling Office.
 - c) Events that are not in conflict with academic courses will be classified as confirmed events.
 - d) After the 5th day of each semester professors requesting an alternate meeting pattern or alternate space for their course will submit requests to Registrations & Records. If approved, Registration & Records will ask the Campus Event Scheduling Office to make appropriate revisions in R25.
 - e) The schedule of course listings for each upcoming semester will be imported from Jenzabar into R25 once per month until the 5th day of each semester.

3. During periods when classes are not in session academic classrooms may be used by Special Events & Summer Programs to meet revenue mandates as defined by the College financial plan.