



Elizabethtown College

R25 Scheduling Protocols

Computer Laboratories Scheduling Protocol

1. Computer laboratories (E 166, E 175, E 262, H 108, MU 231, N 208, N 210, N 234 and the High Library McCormick Room) 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, computer labs 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 open labs (mission supporting)
 - iii. Departmental use (mission supporting)
 - iv. General student use (mission supporting)
 - v. Friends of the College (partial-mission supporting)
 - vi. Special events & summer programs (partial-mission or non-mission supporting)

2. The following academic departmental chairs must approve reservations when computer laboratories are requested in R25:

Esbenshade 166	Physics & Engineering
Esbenshade 175	Physics & Engineering
Esbenshade 262	Psychology & Mathematics
Hoover 108	Business
Musser 231	Chemistry
Nicarry 208	Computer Science
Nicarry 210	Computer Science
Nicarry 234	English
Steinman 210	Communications
McCormick Room	Library Staff

To facilitate general student use, these academic departments will also be responsible for obtaining schedules from the R25 WebViewer and posting the schedules outside of the computer laboratory.