Individual students may not schedule events in 25Live. Only student groups who have been approved by Student Senate are permitted to schedule a space via the 25Live scheduling website. Campus departments and approved student groups shall submit a request at: http://schedule.etown.edu.

Academic classrooms will be used to support college activities and will be scheduled on a first come-first serve basis with preference given in the following order:

- Academic courses scheduled by Registration and Records
- Departmental use
- General student use
- Friends of the college
- Special Events & Summer Programs

To ensure the academic schedule is accurate in 25Live, the Coordinator of Campus Events & Scheduling will schedule events in academic spaces under the following guidelines:

- 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 25Live.
- Tentative events in conflict with academic courses will be moved to an alternate location by the Coordinator of Campus Events & Scheduling.
- Events that are not in conflict with academic courses will be classified as confirmed events.
- After the 5th day of each semester professors requesting an alternate meeting pattern or alternate space for their course will submit requests to Registration & Records. If approved, Registration & Records will ask the Coordinator of Campus Events & Scheduling to make appropriate revisions in 25Live.
- The schedule of course listings for each upcoming semester will be imported from Jenzabar into 25Live one per month until the 5th day of each semester.

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