



# Elizabethtown College

## Scheduling Protocol Academic Classrooms

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 5<sup>th</sup> day of each semester will be considered **tentative reservations**. After the 5<sup>th</sup> 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 5<sup>th</sup> 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 5<sup>th</sup> 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.