Scheduling Protocols

Computer Labs

Campus departments and approved student groups wishing to schedule computer labs shall submit a request via the 25Live website at: http://schedule.etown.edu. Once the request is received, the Scheduling Office will obtain permission from the appropriate academic department.

- Esbenshade 281 – Computer Science
- Esbenshade 368 – Mathematics
- Hoover 108 - General Use
- Nicarry 108 – Computer Science/Business
- Nicarry 208 - General Use
- Nicarry 234 – English/Education
- Steinman 210 – Communications
- McCormick – High Library

During the academic year, it is expected that the use priorities for the computer labs will be:

- Classes scheduled by Registration and Records
- Academic departmental monitored open labs (Department Chair will schedule open labs on 25Live)
- Academic and Administrative departmental use
- General student use

During periods when classes are not in session, the computer labs may be used by Special Events & Summer Programs to meet revenue mandates as defined in the college financial plan.