Scheduling Protocol
Computer Labs

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. Once the request is received, the Scheduling Office will obtain permission from the appropriate academic department.

Esbenshade 260H (E 260H) –	Psychology
Esbenshade 281 (E 281) –	General Use
Esbenshade 368 (E 368) –	Mathematics
High Library (HL COPMUTER LAB) –	High Library
Hoover 108 (H 108) –	General Use
Musser 231 (M 231) –	Chemistry
Nicarry 208 (N 208) –	General Use
Steinman 210 (ST 210) –	Communications
Zug 114 (Z 114)–	F.A.P.A.

During the academic year, it is expected that the use priorities for the computer labs will be:
- Classes scheduled by Registration & Records
- Academic departmental monitored open labs (Department Chair should schedule open labs on 25Live)
- Academic and administrative 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 by the College financial plan.