

## Student Scheduling Policies

The purpose of this document is to clearly define the policies, processes and staff responsibilities regarding scheduling for the School of Pharmacy. Common points of contact have been established for clear communication and effective change management. Links to all forms appear both on the Room Schedule webpage and the forms link on the Administrative Offices webpage for accessibility.

### 1. INITIAL SCHEDULE SUBMISSION AND CONFIRMATION –

- a. STAFF: Staff should submit meetings via the [online Room Schedule form](#) as early as possible but at least five (5) working days prior to the requested reservation date. Prior to submission, check availability of the desired room via the Room Schedule links. If scheduling a special event, please review Event Policies before requesting a room reservation. Reservations are not guaranteed until a confirmation e-mail is received from the Academic Scheduler. Cancellations of non-academic meetings should be emailed to the Academic Scheduler as soon as possible, out of courtesy to others who may need to use the rooms.
- b. STUDENT ORGANIZATIONS: Student organizations attend a calendar meeting where they have the opportunity to schedule dates several months in advance. Each group comes prepared for the calendar meeting with a list of events and partially completed [Student Event forms](#). To add events throughout the year, submit the Student Event form as early as possible, but at least two (2) weeks prior to the requested reservation date. Cancellations of student meetings should be emailed to the Academic Scheduler as soon as possible, out of courtesy to others who may need to use the rooms.

### 2. SCHEDULE CHANGES AFTER THE SEMESTER BEGINS, IN GENERAL –

- Permissions: The Assistant Dean for Instructional Technology must approve changes that involve technology and are within two weeks of the date of the activity. See procedures below.
- No academic schedule changes will be made to accommodate student vacations or holidays.
- Schedule changes will be resolved as quickly as possible, during regular business hours, according to the above procedures.

### 3. STUDENT EVENTS WITH ELECTRONIC MEDIA NEEDS –

- Requests should be made via the [Student Event form](#), signed by the Associate Dean for Student Affairs, and *received by the Academic Scheduler at least 2 weeks in advance* of the event. The Academic Scheduler will also work with the Assistant Dean for Shady Grove to revise the SG schedule. The Academic Scheduler will notify the Assistant Dean for Instructional Design and Technology via email of any changes involving student events with electronic media needs.
- *If a change is requested within 2 weeks of the event, the Academic Scheduler will communicate suggested changes to the Assistant Dean for Instructional Design and Technology who will determine whether CNS resources and manpower will allow rescheduling the event. Permission to proceed will be granted or denied.*
- If the Academic Scheduler notifies the appropriate parties of an unsuccessful resolution, then the Assistant Dean for Instructional Design and Technology will then contact the student organization directly to explore alternative options for technology-enhanced delivery. The Assistant Dean for Instructional Design and Technology will resolve the issue and inform the Academic Scheduler, who will notify the Assistant Dean for Shady Grove of the schedule changes to be made.