Classroom Scheduling Policy

The Office of the Registrar schedules classes into nearly 200 classrooms in buildings throughout the campus. To view classrooms and learn about their specific features or to request use of a Shared Classroom, see our Ad Astra Scheduling system. The purpose of this model is to ensure we are using the classrooms as efficiently as possible and distributing our classroom space resources appropriately and in response to the changing needs of the University, academic departments, and student demand.

Priorities

The highest priority for scheduling classrooms and facilities is for courses and programs that are educational in nature. Recurring educational events have a higher priority than those that are one-time or irregular. If an event has been scheduled and a request that is a more appropriate use of space is received later (e.g., a small study group reserves a classroom and later the space is requested for a class), the scheduling team will work with the first requester to assist in finding an alternative site for the event. However, there is always the possibility that such a relocation effort may be unsuccessful. The order of priority for Classroom Scheduling is listed below.

Academic Periods

The scheduling priorities during academic periods for events in Registrar's Office spaces are listed in descending order below:

1. Class Sections and Final Exams* – Defined as a section in which a student registers and can be found in our student information system and in the Schedule of Classes, typically meeting in 15 week durations.
   - Standard university meeting patterns will take priority over non-standard.
2. Recurring Academic activities that are not Class Sections – This would be weekly SI session meetings.
3. One-time or Intermittent Academic Activities – This would include special one-time meetings for groups, or immersion weekends. Academic events may be requested based on the following:

Term	1st day to request
Fall	May 1
Spring	December 1
Summer	March 1

4. Event Scheduling – Activities that are not academic in nature.**

* Courses scheduled outside of the Standard Class Meeting Patterns are scheduled after other courses that comply with the University's class time standards.

** NOTE: Non-academic event requests are reviewed after the first week of classes. Classrooms must be kept free during peak class times for courses.

Reservation Timeline

Requests for events during academic periods are accepted up to 6 months in advance and are scheduled after classes have been placed for the term.

Advance Notice for Non-Academic Events

3-day advance notice is required for all non-academic event requests in Shared Classroom spaces. The Office of the Registrar endeavors to accommodate requests with less notice but evaluates these requests on a case-by-case basis.

Reservation Request Turnaround Time

For room requests within the current term, the office responds within three business days.

Food and Drink Policy

Food and beverages are not allowed in any Shared Classrooms.
All trash must be cleaned up and disposed of at the end of an event. As stated in the "Condition of Room" section below, the room requestor is held responsible for the condition in which the rooms are left.

Cancelations

The scheduling office should be notified immediately if rooms which have been booked are no longer needed, so rooms can then be allocated to other users.

University Holidays

Classes may not be held on official University holidays unless the School has granted an exemption. All classrooms are otherwise closed during holidays and may not be scheduled, with few exceptions. No Registrar's Office services or facilities are available when the University is closed.

Factors Considered

Factors considered in choosing between competing requests for the use of a room include: date and time the request is received, type of use, expected attendance, facilities, length of program, recurring events (daily, weekly, monthly, etc.) and availability of alternative space.
Due to the impact on activities in adjacent spaces, Shared Classrooms cannot accommodate noisy activities.

Condition of Room

You may change the room setup to accommodate your group. Before you leave the room, it is your responsibility to return the classroom to the layout for which it was scheduled (see room layout diagram in classroom). It is the responsibility of the room requestor that the room is left in good condition. Remember to turn off the projectors by the time you leave the room.

Immediate Facilities Issues

For immediate facilities issues with the Shared Classrooms, contact Baylor Housekeeping.
Send comments or questions to SharedClassrooms@baylor.edu.

Shared Classrooms

Academic spaces that have been identified as managed by the Office of the Registrar for the purposes of a shared academic scheduling model are Shared Classrooms. Shared classrooms are

identified as managed by the Office of the Registrar in Baylor's space management system, Ad Astra, in the description field.