

Summer 2023 Classroom Allocation Priority Tiers for room reservation

Priority Tier One:

November 1 through December 16

Academic Scheduling

Summer production dates – see summer schedule production

Priority Tier Two:

December 19 through February 3

Priority Tier Two classroom reservation period

Coyote First Step

Classrooms in **UH** have been reserved for this program. Additional classroom requests will be scheduled through Academic Scheduling. Requests for computer labs need to have confirmation of permission from the department/college that “owns” the lab. All other facilities will be reserved through SEGS.

Early Start Math, Early Start English

Classrooms in **UH and CH** have been reserved for this program. Additional rooms for ESM and ESE classes will be scheduled with the assistance of Academic Scheduling for **class sections existing in PeopleSoft**. Requests for computer labs need to have confirmation of permission from the department/college that “owns” the lab. All other facilities will be reserved through SEGS.

SOAR

Academic Scheduling will approve reservations for classrooms (only) for this program. Requests for computer labs need to have confirmation of permission from the department/college that “owns” the lab. All other facilities will be reserved through SEGS.

EOP

Classrooms in **UH** have been reserved for this program. Additional rooms will be scheduled with the assistance of Academic Scheduling.

Priority Tier Three:

February 6 through February 24

Classrooms open to Special Events and Guest Services (SEGS) summer programs.

SEGS assumes responsibility for prioritizing additional summer programs and will work with those programs in securing the facilities that they need.

February 27 — Classrooms open back up to Academic Department scheduling.

As always, while emergencies are unavoidable and handled on a case-by-case basis, the three-business day requirement for requesting or modifying existing requests is expected.