

Summer 2024 Classroom Allocation Priority Tiers for room reservation

Priority Tier One:

October 16 through October 24

Academic Scheduling

Summer production dates – see summer schedule production.

Priority Tier Two:

October 25 through November 30

Priority Tier Two classroom reservation period

Coyote First Step

Additional classroom requests will be scheduled through EMS. 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

Additional rooms for ESM and ESE classes will be scheduled using EMS 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

Additional rooms can be scheduled using EMS.

Priority Tier Three:

December 1 through January 5

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.

January 8 — 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.