

OAKLAND UNIVERSITY

ADMINISTRATIVE POLICIES AND PROCEDURES

190 CLASSROOM SCHEDULING

SUBJECT:	CLASSROOM SCHEDULING
NUMBER:	190
AUTHORIZING BODY:	SENIOR VICE PRESIDENT FOR STUDENT AFFAIRS AND CHIEF DIVERSITY OFFICER
RESPONSIBLE OFFICE:	OFFICE OF THE REGISTRAR
DATE ISSUED:	AUGUST 2005
LAST UPDATE:	SEPTEMBER 2021

RATIONALE: The Office of the Registrar is responsible for establishing policies and procedures for the scheduling and management of General Purpose Classrooms and the scheduling of Other Instructional space, as defined below. The result is efficient room utilization, avoidance of scheduling conflicts, and the facilitation of the assignment or reassignment of classrooms due to variances in actual versus projected course enrollment.

POLICY: General Purpose Classrooms and Other Instructional Space are scheduled based on the following ranked priorities:

1. Academic credit-based class offerings
2. ESL class offerings
3. PACE non-credit offerings and sponsored activities
4. Enrollment Management and Graduate School sponsored outreach, recruitment and yield events and support activities
5. New student, transfer student, and family orientation programs
6. University academic unit meetings and conferences.
7. University approved testing site for standardized tests
8. Student organization approved requests
9. Faculty and staff meetings or professional development/training

The Office of the Registrar has the authority to review and approve classroom schedules and assignments for compliance with established policies, procedures, and values. This authority includes rescheduling courses and changing General

Purpose Classroom assignments for effective and efficient module and classroom utilization. If necessary, the Office of the Registrar can also allocate General Purpose Classrooms to academic departments by day/time modules in support of equitable classroom utilization.

Other Instructional Space is scheduled for class use in collaboration with the Office of the Registrar. The Office of the Registrar reviews room utilization on a regular basis with the local authority, typically a College/School Dean or designee. Ad Astra Scheduling is designated as the official tool for location management and should be kept updated with room use by the Dean or Dean's designee and their team.

The OUWB School of Medicine (OUWB) designated instructional spaces are managed and scheduled by the local authority, typically the Office of Records and Registration or the Office of the Dean.

Laboratories/Studios on the University's main campus are scheduled by the local authority, typically a College/School Dean or designee.

SCOPE AND APPLICABILITY: This policy applies to all University personnel and non-University constituencies who require the use of General Purpose Classrooms and/or Other Instructional Space.

DEFINITIONS:

General Purpose Classrooms refers to any instructional space on the University's main campus, such as classrooms, seminar rooms, lecture halls and conference rooms assigned to the Office of the Registrar for class scheduling.

Laboratories/Studios mean specialized instructional space on the University's main campus, appropriate for academic disciplines such as the sciences, arts, education, clinical and business.

Other Instructional Space describes any instructional space, such as classrooms, seminar and conference rooms on the University's main campus, assigned to specific academic departments. In addition to classes being held in these rooms, departmental meetings and other related events may be scheduled in this space.

Oakland University William Beaumont (OUWB) School of Medicine Space means any space that is assigned to the OUWB for class scheduling, department meetings and related events.

Off Campus Space means any space not on the University's main campus. Scheduling for these spaces are controlled by a specified off campus department or external organization for class scheduling, departmental meetings and other related events.

PROCEDURES: All General Purpose Classroom use requests for academic instruction are to be sent to the Associate Registrar in Registrar Services for review and room assignment if approved. All General Purpose Classroom use requests for non-instruction are sent to the Assistant Registrar in Registration for review and room assignment if approved.

To access the form directions, go to the Office of the Registrar's Intranet and choose the Ad Astra Room Request Form Instructions under Classroom Reservations.

Laboratories/Studios are assigned to academic departments for instruction and research. Given their specialization and the sensitivity of equipment for research and instruction, non-laboratory classes are not scheduled in these rooms.

Other Instructional Space is available to the Office of the Registrar for class scheduling upon the submission and approval of a request to the appropriate Dean. The Den or the Dean's designee must review the request and notify the Registrar of room availability within a reasonable time.

RELATED POLICIES AND FORMS:

- General Purpose Optimization
- Office of the Registrar's Intranet
- Room Request Form
- OU AP&P #370 Use of Oakland University Facilities
- Time Modules

APPENDIX: