

HSIB-Curriculum Scheduling Submission Timelines and Considerations

This timeline only applies to Classroom-Specific Spaces with the Health Sciences Innovation Building (HSIB).

Factors considered by UAHS-Scheduling in placing room assignments for competing requests for the use of space and resources within specific groups include: date and time the request is received, type of use, expected attendance, requirements for special audio-visual, facilities, length of program, recurring sessions (daily, weekly, monthly, etc.), and availability of alternative space. Weekly recurring academic credit-bearing courses have priority over sessions that are one-time or occasional.

Once all HSIB curriculum needs are met, requests for internally sponsored events, and then outside affiliated organization scheduling, will be considered.

Phase	Description	Timeline for Reservation Requests/Room Assignments
<u>Phase 1:</u> HSIB Curriculum Scheduling Starts	Credit-bearing courses, as well as orientation and graduation activities.	Requests are entered into Astra Schedule for HSIB curriculum during the dates listed below. Late requests cannot be assured. Requests for July-December Fall Semester: Submit requests between October 1 st – November 15 th Requests for January-June Spring Semester: Submit between May 1 st – June 15 th
<u>Phase 2:</u> HSIB-Scheduling Room Assignments Start	Room assignments for credit-bearing courses, as well as orientation and graduation activities receive room assignments.	HSIB requests receive room assignments. Late requests cannot be assured. Requests received for July-December Fall Semester: Room assignments reports sent by December 1 st Room assignments reports confirmed by December 15 th Requests received for January-June Spring Semester: Room assignments reports sent by July 1 st Room assignments reports confirmed by July 15 th
<u>Phase 3:</u> HSIB Non-Curriculum Scheduling	Meetings, seminars, trainings and conferences that are sponsored internally/Externally.	Requests for July-December Fall Semester: Submit any time after December 15 th Requests for January-June Spring Semester: Submit any time after July 15 th