

Classroom & Meeting Room Scheduling Policies

Overview of Scheduling Policies

Students, faculty and staff may request to schedule meeting rooms and classrooms by going to <http://rooms.usd.edu>. Outside organizations will need to call 605/677-5398.

Classroom Scheduling Policies

1. Overview

- a. All academic classes and events in classrooms are scheduled by the Registrar's Office except as noted below:
 - i. All DDN video conferencing rooms are scheduled by Information Technology Services (ITS).
 - ii. All Med School and Health Science academic classes in Med School spaces are scheduled by Med School Vermillion staff.
 - iii. All science labs are scheduled by the department.
- b. Scheduling of Non-academic Events in Classrooms
 - i. Irregular events (ex: a mathematics contest) will be scheduled on the basis of classroom availability.
 - ii. Faculty and staff can search for and request an available classroom online at <http://rooms.usd.edu>.
 - iii. A confirmation of the classroom assignment will be given by e-mail within 24-48 hours.
 - iv. If you need an **immediate classroom assignment** contact the Registrar's Office at 605-677-5339.

2. Scheduling Authority

- a. Schools and colleges have first priority to schedule courses in their traditional buildings. Scheduling authority and responsibility are transferred to the Registrar's Office by the following dates each term:
 - i. Summer Term – March 15
 - ii. Fall Term – July 1
 - iii. Spring Term – November 1
- b. In order to take advantage of first priority scheduling, the information must be entered into Datatel Colleague by support staff. Contact the Registrar's Office for information and training.

3. Availability of Best Classrooms

- a. USD's overall objective is to use our best classrooms to facilitate student learning across campus
- b. Departments can promote maximum use of the best classrooms in two ways:
 - i. By offering courses before 10 AM, after 3PM and on the MWF rather than the TTH schedule.
 - ii. By setting course caps in Datatel Colleague at realistic enrollment expectations, generally in agreement with enrollments in the past.

4. Scheduling of Classes

- a. Classes that meet during week days on the Vermillion campus are scheduled based on standard time slots. Exceptions will be given for extraordinary circumstances that are clearly

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- justified by educational advantage or facilities needs and must be approved by the academic dean and the Registrar's Office.
- b. Three credit courses must meet on a MWF or TTH pattern. Standard slots are available 8 AM to 5 PM. MWF courses are one hour each session. TTH courses are one and a half hour sessions.
 - c. Four- and five-credit courses may be scheduled to meet MWF, TTH meeting periods that begin at 8 AM, 11 AM, 2 PM or 5 PM. USD will reserve some classrooms for 4- and 5-day usage, and the Registrar's Office will preferentially schedule such courses into those rooms.
 - d. Three-hour seminars that meet once weekly will be scheduled in seminar rooms reserved for such purposes.
5. Special Requests
- a. The importance of early communication with the Registrar's Office to resolve issues well in advance of deadlines cannot be overemphasized. The Registrar's Office will work with departments to resolve questions and to achieve common sense solutions to issues, which is most easily achieved by early and effective two-way communications.
 - b. Special requests can be made by e-mail, classrooms@usd.edu, or at <http://rooms.usd.edu>.
 - c. The Registrar's Office will prioritize requests based on pedagogical and physical needs.

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Meeting Room Scheduling Policies

1. Introduction

- a. Facilities on the campus of The University of South Dakota are available to recognized student Organizations, university departments or groups who are integrally connected with USD, community members, camps, conferences, etc.
- b. Please go to <http://rooms.usd.edu> to request a room reservation.
- c. All meeting rooms are scheduled by the central scheduling office with the exception of:
 - i. All events in Med School Vermillion spaces are scheduled by Med School Vermillion with the following exceptions which are scheduled centrally:
 1. Lee Med 102
 2. Lee Med 110
 3. Lee Med 201
 - ii. All events in Med School Sioux Falls spaces are scheduled by Med School Sioux Falls staff.
 - iii. Reading rooms in the Library are scheduled by Library staff.

2. Reservations

- a. General
 - i. All room/event reservations must be made at least 48 hours prior to the event and completed during regular working hours, 8:00 a.m. to 5:00 p.m., Monday through Friday. If you need an **immediate room assignment**, call the Muenster University Center Information Desk at 605-677-5334 or the appropriate scheduling contact.
- b. USD Affiliates
 - i. Recognized USD student organizations and university departments shall have priority on space on the campus of The University of South Dakota, from the first day of class in the fall semester to the last day of class in the spring semester.
 - ii. Official USD organizations, departments, and divisions may make fall and spring reservations between April 1-30. After April 30, outside organizations and individuals may confirm fall and spring reservations.
 - iii. All reservations for The University of South Dakota made by an organization or person affiliated with USD can be made at the Information Desk in the Muenster University Center. The reservation request forms are available online at <http://rooms.usd.edu>. All reservation requests made by an organization or individual that is not a current student, staff, or faculty member must call the Special Events Office at 605-677-5398 to make reservations.
 - iv. Groups requesting the use of The University of South Dakota must complete the online reservation form. The form must be completely filled out for the request to be processed and confirmed. Any form submitted without the complete information will be returned to individual making the room reservation request, delaying your event reservation.
- c. Non-USD Affiliates
 - i. Organizations/departments/individuals having more than 50% of their attendees being non-USD affiliates must make their campus reservations through the Special Events Office (605-677-5398).
- d. Reservations for space at all other times shall be made on a first-come, first-serve basis. Groups shall have the right to request their room preference. These will be honored according to space requirements.

3. Room Reservation Changes

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- a. Room reservation assignments may be changed under any of the following conditions:
 - i. In the event a small group has been assigned to a space large enough to accommodate, and needed by, a larger group.
 - ii. In the event food service is needed and no other rooms are available for food service on the campus of The University of South Dakota.
 - iii. Changes in reservations (made by the Student Services) shall not be made within 24 hours of a group's meeting time, and then only if other suitable space is available for the group being asked to move.
 - b. Notice of cancellation must be given 24 hours prior to the meeting time. Future reservations may be in jeopardy if this is not done. If a cancellation is made after the room setup is complete, the organization or department will be charged a setup fee (\$50 minimum) for the unused reservation. If a change of set up is requested after the room is set up per prior information provided, there will be a change in set up fee charged to the group (\$50 minimum).
4. Damages and Charges
- a. A housekeeping fee (\$50 minimum) will be charged to groups who have a function requiring excessive housekeeping/cleanup. Rooms should always be left in the condition in which they were found.
 - i. A setup fee may be charged to groups who have a function requiring excessive setup or for spaces outside the MUC.
 - b. Any rooms or furnishings that are damaged will be billed on a cost basis to the organization responsible for causing the damage. The reserving individual or organization must follow all building and campus guidelines regarding posting materials on the walls, tables, etc. Please check building policies prior to altering the building in any form or fashion.
5. IT
- a. Any night/early morning/weekend/holiday reservations requesting technology or Information Technology assistance must be made one week prior to the start time of the event.
6. MUC
- a. Groups requesting the use of the Muenster University Center Lounge or PIT for fairs (Major/Minor, Merchants Fair, Poster Fair, etc.) will be limited to no more than 25 total tables. Additional tables (in the hall) may be reserved from the Information Desk, up to the maximum of 6 tables, if available.
 - i. Groups requesting use of the Muenster University Center Lounge or PIT for events will be limited to 4-hour events.
 - ii. Groups requesting use of the MUC Pit Lounge for display purposes may be allowed to reserve the facility on the condition that the lounge furniture remains in the lounge for student use. Maximum display time allowed will be seven days (not to include setup and breakdown time). A seven day period is not guaranteed and is subject to approval by the Division of Student Services.
7. Dining
- a. The University of South Dakota has an exclusive catering contract with U. Dining. Any event/meeting on the campus of The University of South Dakota that will require any food must be catered through U. Dining. You can contact U. Dining at 605-677-5899.