Scheduling

Scheduling Priority

Classroom Scheduling is responsible for the scheduling of events into the University’s general assignment academic rooms.

These rooms are available for academic events, departmental events and monthly meetings of community non-profit organizations.

Priority among these events is handled as follows:

1. Quarterly courses, mid-terms, final exams and new student orientations: Requests are received approximately six months prior to the start of each respective quarter.
2. Grand rounds
3. Academic journal clubs, University symposia and conferences
4. General meetings and events: All general meetings events are scheduled in the order received. Requests are scheduled only after all events in categories 1 through 3 have been scheduled.

Who is Eligible to Reserve a Room at UCSF?

- UCSF Departments
- Registered Campus Organizations (RCOs)
- Approved Non-Profit and Non-University Organizations

Please Note: RCOs and Approved Non-Profit and Non-University Organizations must follow special reservation policies in order to reserve a room.

Room Rental Policy

"Non-academic events or non-UCSF related entities may occasionally use selected rooms for mini-conferences, seminars or symposia for a fee. Granting approval for such events is highly unusual due to the scarcity of general use rooms for ongoing UCSF classes and events and is generally done outside of normal classroom hours and on weekends. Events of this type are subject to the conditions and fee structure outlined in the "Room Rental Policy" [2]"
Biohazardous Materials in Classrooms

Because all laboratory biological specimens should be regarded as hazardous, and because ETS scheduling services cannot manage or enforce proper protocols for safe handling of human or animal cellular materials in UCSF general use classrooms, the use of potentially biohazardous material is restricted to a laboratory environment.

To inquire about using the Anatomy Learning Center please email anatomylab@ucsf.edu or visit the Microbiology Teaching Labs in the basement of Ambulatory Care Center. For general safety information, please contact Environmental Health and Safety http://ehs.ucsf.edu/.

TLC Scheduling Policy

Scheduling policy for TLC classroom space is constantly evolving, but the following uses will receive priority scheduling for the TLC classroom space if the scheduling requests are submitted by Priority Scheduling deadlines: courses and activities that make use of TLC multimedia capabilities; small-group, project-based learning, especially those related to telemedicine training, clinical skills, simulation, and PRIME-US teaching; and courses or activities that foster inter professional education and innovation.

For requests to schedule TLC classroom space for academic events during the Priority Scheduling period, please include a short paragraph describing how you intend to use the space and why you are requesting the space.

No-Show Charges

Effective July 1, 2014, Educational Technology Services will phase in a fee assessment for requesters who ? without canceling their reservation in advance (minimum 48-hours notice) ? reserve classroom space, request technician assistance for an event, or schedule lecture captures and then do not use the room during the scheduled time. A schedule of fees is listed below.

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee (1-2 hrs)</th>
<th>Fee (2-4 hrs)</th>
<th>Fee (4-8 hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room reservation no-show (without technician)</td>
<td>$78</td>
<td>$156</td>
<td>$302</td>
</tr>
<tr>
<td>Room reservation no-show (with technician)</td>
<td>$156*</td>
<td>$234</td>
<td>$380</td>
</tr>
<tr>
<td>Empty lecture capture recording</td>
<td>$78</td>
<td>$156</td>
<td>$302</td>
</tr>
<tr>
<td>*includes one hour of technician time</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Scheduling Classes on Holidays

The Academic Calendar, registrar.ucsf.edu/academic-calendar, identifies roughly one dozen UCSF-sanctioned holidays of social, cultural or political significance each year. These are days on which staff are not required to work, faculty are not required to teach, and students are not required to attend. Classes or other mandatory activities should not be scheduled on holidays recognized by the University of California and reflected in the Academic Calendar.

How to reserve a room [4]