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.

Cole Hall and Byers Auditorium are exceptions which may be reserved up to one year in advance for symposia, seminars and workshops.

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 [1] 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 [3] 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/ [4].

**No-Show Fee**

Effective July 1, 2014, Educational Technology Services phased 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>1-2 hrs</th>
<th>2-4 hrs</th>
<th>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>
</tbody>
</table>

*includes one hour of technician time

**Scheduling Classes on Holidays**

The Academic Calendar, registrar.ucsf.edu/academic-calendar [5], 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** [6]

25Live Online Scheduling [7]

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