Statler College Scheduling Guidelines

effective August 27, 2013

General Procedures
- Basic event information needed
    - Event name
    - Contact name, phone, email
    - Expected number of attendees
    - Preferred location(s)
    - Preferred date(s) and time(s)
- Event request methods with the above information
    - Online at http://eventscheduling.wvu.edu and use MyID login
    - Send email to statler-scheduling@mail.wvu.edu
    - Visit a department scheduler
- Statler College location FAQs https://its.statler.wvu.edu/info-faqs Scheduling
- Statler College quick reference
      https://its.statler.wvu.edu/info-faqs Scheduling - Quick Reference
- How to's for 25Live https://facilitiesscheduling.wvu.edu/instructions
- Available hours: classroom: Mon-Thu 6a-10p, Fri 6a-6p; conference room: 730a-530p Mon-Fri
- Need technical assistance, contact Statler College IT at 304-293-0090 or http://its.statler.wvu.edu

Guiding principles for scheduling College controlled conference rooms ...

1. Conference rooms, under College scheduling control, support many different types of priority activities and functions. Most notably:
- Oral defenses
- Employment interviews
- College faculty and staff committee meetings
- Outreach with perspective students and families
- Collaboration with research grant sponsors
- Coordination of stakeholders inside and outside of the College and University
  Some of these activities are concentrated in time sensitive academic windows. For instance, oral defenses in which 40-50 may be scheduled within an eight (8) week period close to the end of a semester. Other events occur on a random basis with little more than 48 hours advance notice of need. To provide the Office of the Associate Dean for Academic Affairs the maximum flexibility to fulfill the scheduling needs of these priority activities, requests for scheduling a conference room for the same activity or function on a recurring basis of more than four (4) times in a given semester will normally not be approved. These recurring activities may utilize an available classroom like ESB 249A. Additionally, activities starting after 4:30 PM or on Saturday and Sunday will not be limited to the recurring restriction.

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2. Recurring events in a conference room will be limited to four (4) occurrences per semester. An additional period can be requested at the end of the preceding period.

3. A notification of at least two (2) business days prior to the event start date is required. A short notice request will be processed at the discretion and availability of the appropriate scheduler.

4. Classes and academic courses are not to be scheduled in a conference room.

5. An event request will be limited to one (1) year in advance of the start date for the event.

6. Organizations with event requests from outside the Statler College will be reviewed on a case by case basis by the Office of the Associate Dean for Academic Affairs. Statler College student fees have been used to equip and maintain these resources. A use fee may be charged at the discretion of the College depending on the use, abuse, and labor costs related to the event.

7. Exceptions will be reviewed by the Statler Scheduler in the Office of the Associate Dean for Academic Affairs in ESB 106 or the appropriate department scheduler.

Facilities Scheduling (WVU level)
- This group handles WVU general purpose locations.
- A single event request cannot span multiple calendar years or midnight.
- A non-academic event request in a University classroom is handled First-In-First-Out (FIFO) starting one month prior to the start of a semester.
- Academic courses are typically handled in Star Banner first, then in 25Live.
- Scheduling questions for Statler College can be emailed to statler-scheduling@mail.wvu.edu
- WVU scheduling FAQs http://facilitiesscheduling.wvu.edu
- WVU scheduling Guidelines
  https://facilitiesscheduling.wvu.edu/about-us/event-scheduling-guidelines

Statler Scheduling (College level)
- This group handles all college locations.

Department Scheduling (Department level)
- This group handles all department specific locations.

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