WVU Facilities Planning and Scheduling
Event and General Purpose Classroom Scheduling Guidelines

Effective classroom scheduling is critical to the mission of West Virginia University and the Office of Facilities Planning and Scheduling (FPS). These guidelines have been developed to ensure that courses, special events, and general purpose classrooms are scheduled efficiently, effectively, and in the best interest of student participants, faculty and staff.

General Purpose Classroom Scheduling Priorities and Expectations

Scheduling priority will be given in the following order:

1) Credited courses and final exams over all other activities that request the use of a general purpose classroom.

2) Special events including academic and University events separate from credited courses – study sessions, make up exams, lectures, faculty meetings, trainings, student group special events, club activities, etc.

Event Scheduling Guidelines

A. There are no "guaranteed" spaces for special events other than credited academic courses and their final exams.

B. All event requests must be submitted by a faculty or staff member of WVU. External candidates cannot request general purpose classrooms without a university sponsor. Student groups must go through the Student Organizations staff in the Mountainlair to request the use of a general purpose classroom space.

C. The office of Facilities Planning and Scheduling (FPS) reserves the right to grant, adjust or deny room confirmations based on priority needs, as well as misuse of requested rooms and scheduling guidelines.

D. You must check for classroom availability before submitting an event/classroom request. Availability and reservations for general purpose classrooms can be submitted by using the Webviewer event scheduling system: http://webviewer.wvu.edu   (See "Requesting an Event" for more information)

E. ALL special event requests must be submitted with a **48 hour lead-time** allowing the scheduling office to process, schedule, and confirm your event. Event requests submitted with less than the minimum required lead time of 48 hours have a high probability of not being scheduled and confirmed in a timely manner due to the high volume of University wide event requests.

F. Requests will be processed in the order in which they were received for that given school semester. Event reservations for upcoming semesters will be filed away and processed in the order in which they were received starting approximately 1 month prior to the start of that semester.

a. Spring semester reservation requests – start being processed early December
b. Summer semester reservation requests – start being processed early April
c. Fall semester reservation requests – start being processed early July
d. Saturday and Sunday reservation requests (not impacting courses or final exams) MAY be processed earlier at the discretion of FPS
e. If you wish to receive an exception to these date guidelines, please email Meredith.Morris@mail.wvu.edu with a detailed description of why this event request must be processed earlier than usual

G. Events will not be processed during Finals week of any semester until the week prior to finals once all final exams have been scheduled and assigned a space.

H. Use of any general purpose classroom for special events requires confirmation from the scheduling office. You will receive the event confirmation via email form as an attachment. Bring your confirmation with you during your scheduled event. This confirmation verifies that your event was successfully and officially scheduled.

I. It is against University policy to use classroom space without official confirmation or permission. If an instance occurs where a room is being used without a confirmed reservation, the following steps will be taken:
First instance – written warning to individual, copy in SLI coordinator
Second instance – written warning to individual, copy in SLI coordinator and Chair
Third instance - written warning to individual, copy in SLI coordinator, Chair, and Asst/Assc Dean

General Purpose Classroom Directory

Room features, locations, and pictures of room set up for general purpose classrooms can be found by following this link: http://facilitiesscheduling.wvu.edu/general_purpose_classrooms

Requesting an Event

- All special event requests must be submitted through the WVU's Event Scheduling System - Webviewer: http://webviewer.wvu.edu , email, or by calling (304)293-0069

- Instructions and process for using and navigating through Webviewer can be found at: http://facilitiesscheduling.wvu.edu/event_scheduling_process

- User training is an ongoing service the FPS offers throughout the year for faculty and staff. If you are interested in attending a training session, or require help in using the Webviewer event scheduling system, you can contact the scheduling office at scheduling@mail.wvu.edu

General Purpose Classroom Open Hours

A. Downtown and Evansdale Campus
- *Monday – Thursday* 6:00 AM – 10:00 PM
- *Friday* 6:00 AM – 6:00 PM
- *Saturday & Sunday* will remain locked unless an event reservation has been confirmed by the Scheduling Office for a specific classroom.
- Event request for weekend times must be submitted by *no later than 12:00 PM the Friday* of that weekend to ensure it can be properly scheduled and confirmed.

Technology Requirements, Access and Support

The University is making a continuous and conscious effort to update and equip every general purpose classroom with technology. Not all of the general purpose class spaces in the Evansdale or Downtown campus have technology installed in the room. Additionally, there are varying degrees of technology features in general purpose classrooms across campus.

A. To view the technology available in these rooms, visit:
    http://oit.wvu.edu/ctec/classrooms   OR
    http://facilitiesscheduling.wvu.edu/reference_information
    Under reference information search Classrooms -> Technology Levels and Locations

B. You can also view and search for availability of a *technology equipped classroom* through Webviewer at http://webviewer.wvu.edu

C. If you request a technology equipped classroom and need access and training on how to use the technology properly, please contact one of the below channels per your specific need.

- If you wish to use the installed technology in a CTec equipped classrooms or computer lab facility, please contact **CTec at (304)293-2832** for equipment access and training.

- Armstrong 206 and 219 are computer labs that are locked at all times. You need to contact Brian Powell at brian.powell@mail.wvu.edu to ensure that you are set up with access to unlock the classroom door and to use the student computers.

- Woodburn Hall 116 is a computer lab that is locked at all times. The person who will physically be using this room at the confirmed reservation time needs to contact Chris Tarabrella at (304)293-7405 ext 5218 or ECAS-ELOCKS@mail.wvu.edu to ensure that he or she has received access to unlock the classroom door. Access will not be given with-out proof of confirmation for use of this room.

Additional Requests

If you need additional changes to the general purpose classroom, including getting tables moved or layout changes, please contact Facilities Management at (304)293-HELP (4357) or visit their website at https://fsd.wvu.edu/

Quick Links

Webviewer Event Scheduling
http://webviewer.wvu.edu

Webviewer Event Scheduling Instructions
http://facilitiesscheduling.wvu.edu/event_scheduling_process

General Purpose Classroom Directory
http://facilitiesscheduling.wvu.edu/general_purpose_classrooms

General Questions
scheduling@mail.wvu.edu