

# Academic Room Scheduling Guidelines

July 2019

**Departmentally-Controlled Rooms** – Units may ONLY pre-assign departmentally-controlled rooms (class labs, pre-assigned or priority scheduled classrooms, conference rooms, offices, etc) to their courses. All other classroom pre-assignments must be approved by the UPDC (Belknap) or Facilities (HSC) Academic Schedulers.

**Belknap Academic Building (BAB)** – UPDC Academic Scheduler assigns space in the BAB classrooms. These rooms cannot be pre-assigned by units. Please request classroom space in the BAB through the unit's academic scheduler, who will work with UPDC to process the request.

**Arts & Sciences (A&S) General Pool Classrooms** – UPDC Academic Scheduler assigns space in A&S General Pool Classrooms. These rooms cannot be pre-assigned by units. Departments may, however, request a specific room assignment through the unit's academic scheduler to accommodate faculty or instructional needs. Please request classroom space in A&S General Pool Classrooms through the unit's academic scheduler, who will work with UPDC to process the request.

**Classroom-Course Changes** - If a classroom has been assigned by the UPDC or Facilities Academic Scheduler, units are not authorized to move into another classroom without permission from the Academic Scheduler. In addition, if a classroom has been assigned by the UPDC or Facilities Academic Scheduler, and a unit needs to change the day or time of that course, the unit does not automatically get to keep the room they were assigned. The unit needs to obtain permission from the Academic Scheduler that the room they were assigned is still available at the new day/time.

**Health Science Center** – Academic scheduling on the HSC campus shall follow the policies outlined in the Academic Scheduling section of the Health Science Services Space Scheduling Policies and Procedures: <http://louisville.edu/hsc/evpha/facilities/files/hsc-services-room-scheduling-and-policies-pdf>