

SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY

Policy Manual

SUBJECT: Scheduling and Coordinating of Campus Resources

NUMBER: VI-A-07

REVISED: September 2022

The authority to assign space for specific purposes shall reside with the person designated as the building authority.

Scheduling and coordination of university people, facilities, and associated resources to support academic, student, community, and professional activities of the university shall be centralized.

PROCEDURES

- A. Building authority is designated as follows (for shared space or areas of mutual interest, building authority are to coordinate with each other):
 1. The Vice-President for Academic Affairs (VPAA) or designee has responsibility for:
 - a. Classroom, laboratory, office, and conference space.
 - b. Requests for the removal of classrooms and laboratories from use in the delivery of academic instruction or their conversion and/or restriction of their use as classroom or laboratories.
 2. The Vice-President for Research or designee has responsibility for research facilities and research laboratories.
 3. The Dean of Students or designee has responsibility for space designation in the residence halls and Surbeck Center.
 4. The Vice President of Finance and Administration or designee has responsibility for space in all other buildings and grounds.
- B. Academic instruction scheduling is designated as follows:
 1. The Office of the Registrar will make original assignments of classrooms for all academic instruction. This will be based on the block scheduling procedures. Exceptions to the block schedule times will have to be approved through the Provost's Office.
 2. The Office of the Registrar will work with IT to download the course schedule no less than 3 months prior to the start of the semester in a text file and Scheduling & Event Operations will import the text file into the university scheduling system.
 - a. All course change requests must be submitted through the online Course Change Request system.
 - b. Scheduling & Event Operations will make any necessary changes to the originally scheduled rooms or times after the download and will notify the Office of the Registrar of any and all changes.
 - c. Scheduling & Event Operations staff may reassign classrooms based on course enrollment needs.
- C. All Non-academic event requests and scheduling will be coordinated by Scheduling & Event Operations within published guidelines as follows:

1. Scheduling & Event Operations will provide the contact for each scheduled activity:
 - a. Confirmation of the arrangements and services to be provided including a list of associated charges for services requested.
 2. Fees will be charged according to policy VI-A-12 Assessing User Fees: Scheduling, Events and Conferences.
- D. Scheduling & Event Operations will manage scheduling conflicts as follows:
1. Scheduling & Event Operations will notify a requester of conflicts with room or equipment availability.
 2. Scheduling & Event Operations will work with the confirmed event contact to address these conflicts and gain agreement to any modifications to accommodate both requests.
 3. If the conflict involves a scheduled class being moved to a different location or time, SC will identify possibilities, seek approval from the VPAA or designee and report back to the requestor.
- E. The Scheduling & Event Operations will administer and maintain a centralized recourse scheduling system.

SCHEDULING AND RESERVING CAMPUS FACILITIES

POLICY

The highest priority for use of classrooms will be accorded academic instruction.

Revision History: Facilities Services, September 2022; Student Affairs, March 1994; Student Affairs, February 1994; Student Affairs July 1991
BOR Policy/Committee References: