

## Calendar for Scheduling of Classroom Spaces:

**Classroom spaces** on campus will be available first to all credit courses at the University of Colorado Denver, Anschutz Medical Campus. ESS will establish and post ongoing room request schedules. The calendar for scheduling classroom spaces is distributed via the UC Denver Academic Announcement List each semester for the subsequent semester and is available on the Educational Support Services Webpage. Because educational needs are top priority; schedules will be based on the three semesters of the academic calendar. ESS will assign space to all requests that have been submitted by the posted deadlines and any requests submitted after a deadline may experience complications regarding availability of classroom spaces.

- 11 weeks prior to the beginning of the subsequent semester, requests for distant classes must be submitted
- 10 weeks prior to the beginning of the subsequent semester requests for regular classroom spaces must be submitted.
- Once these requests have been received, ESS has two weeks to schedule all of the requests for the next semester and identify all scheduling conflicts.
- 8 weeks prior to the beginning of the next semester, ESS sends out confirmations for all of the scheduled classes and those requesting classrooms have the opportunity to express any concerns about their reservations. If possible, adjustments will be made to the reservations to resolve any expressed concerns. However, there is no guarantee that requestors will receive confirmations for the exact rooms they have requested.
- Once all classrooms have been scheduled for the next semester's courses, requests from any school or department for classroom spaces will be scheduled on a first-come, first-serve basis.

The schedule for submitting requests for classroom spaces is as follows:

<b><u>Summer Semester 2011</u></b>	<b><u>Date</u></b>
<i>Distance Room Schedule Due to ESS</i>	<i>March 21, 2011</i>
<i>Master Schedule Due to ESS</i>	<i>March 28, 2011</i>
<i>Notification of Room Assignment</i>	<i>April 11, 2011</i>
<i>Conflict Resolution</i>	<i>April 11-April 15</i>
<i>Request for Non-Course Events Accepted</i>	<i>April 18, 2011</i>
<i>Summer Semester Begins</i>	<i>June 6, 2011</i>
<i>Summer Semester Ends</i>	<i>August 19, 2011</i>

<b><u>Fall Semester 2011</u></b>	<b><u>Date</u></b>
<i>Distance Room Schedule Due to ESS</i>	<i>June 6, 2011</i>
<i>Master Schedule Due to ESS</i>	<i>June 12, 2011</i>
<i>Notification of Room Assignment</i>	<i>June 27, 2011</i>
<i>Conflict Resolution</i>	<i>June 27-July 1</i>
<i>Request for Non-Course Events Accepted</i>	<i>July 5, 2011</i>
<i>Fall Semester Begins</i>	<i>August 22, 2011</i>
<i>Fall Semester Ends</i>	<i>December 16, 2011</i>

<b><u>Spring Semester 2012</u></b>	<b><u>Date</u></b>
<i>Distance Room Schedule Due to ESS</i>	<i>November 1, 2011</i>
<i>Master Schedule Due to ESS</i>	<i>November 8, 2011</i>
<i>Notification of Room Assignment</i>	<i>November 22, 2011</i>
<i>Conflict Resolution</i>	<i>November 22-Dec. 2</i>
<i>Request for Non-Course Events Accepted</i>	<i>December 5, 2011</i>
<i>Spring Semester Begins</i>	<i>January 17, 2012</i>
<i>Spring Semester Ends</i>	<i>May 18, 2012</i>

Requestors are asked to please make sure that the room size you are selecting is appropriate to the size of your class. Room assignments will be made to accommodate all requests, so you may not necessarily be assigned the room you request. Also, if you have any special room requirements such as computer programs, lab needs, testing needs, etc., make sure to specify them in the designated box when requesting the space. If you have any questions, please e-mail [ess.schedule@ucdenver.edu](mailto:ess.schedule@ucdenver.edu).