



## Classroom Utilization and Scheduling

*Responsible Office: Office of the Provost*

*Originally Issued: May 1979*

*Revised: July 1981*

### Purpose:

To implement procedures making optimum use of available classroom space and providing adequate support for any college or program that does not have sufficient classroom space to accommodate their academic program. This policy has been established to alleviate a temporary classroom shortage problem that is expected to be corrected in the future by the construction of additional classrooms to be assigned to those colleges presently experiencing the shortage.

### Responsibility:

All classrooms shall be assigned to an academic college or the Registrar's Office for purposes of maintaining the facility and establishing a means for scheduling use of the facility.

1. Scope: This policy applies to all Colleges, Departments, Divisions and Programs of Georgia Health Sciences University, and to any other authorized users of classroom space at the University. This policy does not apply to facilities regularly used for patient care or primarily for research or administrative purposes.
2. General Policy Governing Use of Classrooms:
  - A. In accordance with Georgia Health Sciences University's policy governing use of facilities ([see number 2.2.01](#)), the use of classrooms for scheduled instructional purposes shall take precedence over all other uses of such space.
  - B. The following classrooms are designated for general use by Colleges and Programs other than the ones assigned the classroom. Use of these classrooms by a College or Program other than the one assigned shall be in accordance with the procedures specified in Section IV.

General Use Classrooms			
Building	Room #	Seats	Assigned College/Department
R&E	CB-1C4	60	Medicine/Curriculum
R&E	CB-2G1	65	Medicine/Curriculum
R&E	CB-3G1	65	Medicine/Curriculum
R&E	CB-3G3	110	Medicine/Curriculum
R&E	CB-3J1	110	Medicine/Curriculum
ETMH	BA-N245	30	Medicine/Radiology
ETMH	BA-A432	30	Medicine/Surgery
Sydenstricker	BI-W339	50	Medicine/Neurology
Sydenstricker	BI-W445	50	Medicine/Surgery
Sydenstricker	BI-W856	40	Medicine/Pediatrics

Auditoria Ctr.	BC-130	60	Registrar
Auditoria Ctr.	BC-144	60	Registrar
Auditoria Ctr.	Lg. Aud.	130	Registrar
Auditoria Ctr.	Sm. Aud.	120	Registrar
Hamilton Wing	CL-W101	200	Medicine/Curriculum
Hamilton Wing	CL-W103	200	Medicine/Curriculum
Dugas	BG-119	30	Medicine/Pathology

1.
  - A. Academic instructional space, to include classrooms, seminar rooms, instructional laboratories and auditoria, not designated in paragraph II.2 (above) may be used by Colleges and Programs upon request through the Registrar's Office and with the approval of the assigned College or Program.
2. Emergency Classroom Space
  - A. In the event existing classroom space is not adequate to meet the need for such space any quarter, the following spaces are authorized for use as temporary classrooms. Such space should only be used as "emergency" back-up classrooms.

Building	Room
R&E	Student Lounges
Student Center	Small Dining Rooms
College of Nursing	Student Lounge
College of Nursing	Large Conference Room

1.
  - A. Use of the above areas as classrooms should be done at times that do not interfere with their primary functions; however, the R&E and College of Nursing student lounges may be used primarily as classrooms during the time of emergency. As soon as the emergency is over, all such space shall revert to its intended function.
  - B. The Registrar's Office shall be responsible for setting up the emergency classrooms so they are suitable for instructional purposes. This office shall also be responsible for restoring these emergency classrooms to their original condition as soon as possible after the emergency need as a classroom is over.
  - C. Other space not specified in paragraph III.1 (above), but suitable for emergency classroom use, may be converted for such use with authorization of the President of the College, provided the use of such space does not interfere with functions necessary for the effective operation of the institution.
2. Scheduling General Use Classrooms
  - A. Priority use of all designated general use classrooms, except as otherwise stated in this policy, shall go to the assigned College or Program for scheduling classes and for similar instructional purposes.
  - B. The assigned College or Program shall complete their scheduling at least one quarter in advance in order to give other Colleges or Programs adequate time to plan their curricular offerings and schedule uncommitted time in these classrooms. However, the College or Department assigned to Eugene Talmadge Memorial Hospital classrooms shall have the option of designating specific times for general use scheduling of these classrooms rather than releasing all uncommitted time. This procedure is necessary to accommodate the unique scheduling problems for classrooms used in conjunction with clinical rounds, residency training and similar programs.
  - C. After the assigned Colleges or Programs have scheduled for their needs, the Registrar's Office shall be given written notice of the remaining times and dates when the classroom will be available for scheduling by other Colleges or Programs. The Registrar shall then be responsible for scheduling the uncommitted or released time in the general use classrooms.
  - D. Colleges or programs in need of general use classrooms to accommodate their programs, after they have utilized their assigned classroom space and need additional classrooms, shall notify the Registrar, in writing, of their needs.
  - E. Requests for general use classroom space should be made not less than one quarter prior to when the space is needed. Priority on space assignments shall be determined by the Registrar, although requests received less than one quarter in advance shall receive a lower priority than those received on time.
  - F. In the event there is not sufficient general use classroom space to accommodate all requests, the Registrar's Office shall seek to locate additional classrooms and shall request use of the space from the assigned College or Program on behalf of the College or

program in need of the space.

- G. The College or Program using the general use classrooms, or other classrooms as they are permitted to use, shall abide by the classroom use rules regulating smoking, drinking, eating and similar activities established by the College or the assigned College or Program.
- H. Special care shall be taken in assigning Talmadge Memorial Hospital classrooms so as to minimize unnecessary traffic in the hospital. Where feasible, TMH classrooms shall be assigned only after other space is committed. TMH classrooms near the cafeteria should not be used at times that will increase traffic during the lunch period, i.e. 11:30 a.m.-1:30 p.m.

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