

Event Scheduling

The Scheduling Center will schedule course-related meetings (tied to a specific course prefix/number), academic department faculty meetings, CUSTOMS, Transfer Advising and International Orientation.

Examples of course-related events:

- class guest speakers
- class film showings
- distance learning orientations, meetings and exams
- faculty, college and academic departmental staff meetings
- departmental research
- graduate thesis and dissertation proposals/defense
- graduate oral and comprehensive exams
- program specific testing which originates with and is administered by the department

Requests must be submitted online and will be received by the Scheduling Center staff member assigned to your college. Please allow 48 hours for your request to be processed.

Please contact, Tammy Maples, Scheduling Coordinator at Tammy.Maples@mtsu.edu or 615-898-5815 with any questions about scheduling course-related events. Any event request that does not fall into one of these categories will be returned to the department with the recommendation to contact Event Coordination. The Application for Use of Facilities Form is not required for course-related events.

The Event Coordination Department will schedule all other meetings and non-course related events. In order to be consistent and fair for space utilization purposes, all meeting/event requests scheduled by Event Coordination require full completion of an Application for Use of Facilities form and this form must be submitted to the Event Coordination office (FAX 494-8600 or BOX130) at least 5 business days prior to the meeting. If you have any specific questions, please visit <http://www.mtsu.edu/eventcoordination>, email the Event Coordination Department evtcoord@mtsu.edu, or contact Quintina Burton.