

COURSE-RELATED EVENTS AND OTHER EVENTS IN ACADEMIC SPACE

Latest Revision: 9.1.11

The Scheduling Center will ONLY schedule for credit courses and course-related meetings (tied to a specific course prefix/number), academic department faculty meetings, CUSTOMS, Transfer Advising Days and International Orientation due to their involvement with each of these events. 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. **Within 48 hours, your event will be processed or you will be notified of the status of your request.**

Please contact, Tammy Maples, Scheduling Specialist at tmaples@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 classes (that take place in academic spaces); this is in addition to most event scheduling for academic buildings. 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) in **at least 5 business days prior to the meeting**. If you have any specific questions, please email the Event Coordination Department at evtcoord@mtsu.edu.

This form can be found at

<http://www.mtsu.edu/eventcoordination/PDFs/FF2009-new.pdf>

A list of MTSU schedulers can be found at www.mtsu.edu/eventcoordination and an additional helpful planning website can be at www.mtsu.edu/studenteventplanning