INSTRUCTIONS

Scheduling Distance Education Course
On-campus Meetings

To reserve on-campus facilities for mandatory and optional meetings (including unit exams, midterm and final exams for hybrid and correspondence courses, as well as optional meetings for online courses), the Scheduling Request Form, below, must be completed and sent to the Scheduling Center. Room assignments are confirmed with the departments.

1. Complete, print, and submit to your department scheduler the Scheduling Request Form (below). (This form may not be submitted electronically.) The department forwards the requests to the Scheduling Center.

2. Room requests received prior to the Scheduling Center deadline may be made for mandatory and optional meetings.

3. After student registration has begun, only optional meetings may be scheduled. The Late Scheduling Request Form (located on the last page of this document) must be completed and submitted to your department chair, dean, and the vice provost to request approval.

4. The approvals will be kept on file.

Please note:

- Submission of the Scheduling Request Form should occur as departments are building their semester schedules.
- Departments are responsible for reserving meeting space (by the deadline) for courses which are not staffed when submitting the schedule.
- Please complete the Scheduling Request Form even if non-academic space (i.e. BAS or Math computer labs, etc.) is scheduled. Notes are made in RaiderNet so students have the information during registration.
- Mandatory meetings create RaiderNet time conflicts preventing students from registering for other classes.
- Optional meetings do not create RaiderNet time conflicts and are listed as memo notes in RaiderNet. In order to view the notes, students must click on the CRN. It is recommended that professors email their classes regarding scheduling of optional meetings.

Proctored Exams

If proctored exams are permitted, exam dates are listed in Resource 25 and will not create a time conflict during registration. The Scheduling Center notes exam dates/times/locations in RaiderNet, and students must click on CRN to view the notes. Any professor teaching an online or hybrid course and requiring a proctored exam must schedule and offer an on-campus class exam proctored by that professor. Rooms are scheduled using the Scheduling Request Form (below). Please refer to the Distance Education Test Center policy for additional information.

Course Definitions

Online – Optional meetings only may be scheduled. All work is conducted online. Mid-term and Final Exams on campus may be scheduled as long as proctored exams are permitted at approved testing locations.

Hybrid-Online – No more than fifteen (15) hours of required face-to-face or on-campus meetings may be scheduled, including orientations, unit exams, midterm, and final exams.

Correspondence – No more than nine (9) hours of required face-to-face or on-campus meetings may be scheduled, including orientations, unit exams, midterm, and final exams.

Synchronous Online – Class meets online at specified days and times during the semester and may require proctored exams. These meetings will create time conflicts for students taking other courses that require meetings.
# Scheduling Request Form

**Distance Education Course On-campus Meetings**

*University College*

<table>
<thead>
<tr>
<th>Requested By:</th>
<th>Date of Request:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address:</td>
<td>Phone Number:</td>
</tr>
<tr>
<td>Requested For (Instructor’s Name):</td>
<td>Academic Term:</td>
</tr>
<tr>
<td>Course ID (prefix, number, section):</td>
<td>CRN:</td>
</tr>
</tbody>
</table>

**Distance Learning Course Type:**

- [ ] Online
- [ ] Hybrid-Online
- [ ] Correspondence
- [ ] Synchronous Online

## Meeting 1

<table>
<thead>
<tr>
<th>Meeting Type:</th>
</tr>
</thead>
</table>
| [ ] Mandatory Meeting
| [ ] Optional Meeting
| [ ] Unit Exam
| [ ] Midterm
| [ ] Final
| [ ] Other |

**Date of Meeting:**

**Beginning Time:**

**End Time:**

**Building Preference:**

**Room and/or Floor Requested:**

*Alternate Date/Beginning Time/End Time/Building Preference:*

**Is Non-academic Space Scheduled (i.e. BAS 137E/F)?**

- [ ] YES
- [ ] NO

*Are Proctored Exams Permitted?*  
- [ ] YES
- [ ] NO

## Meeting 2

<table>
<thead>
<tr>
<th>Meeting Type:</th>
</tr>
</thead>
</table>
| [ ] Mandatory Meeting
| [ ] Optional Meeting
| [ ] Unit Exam
| [ ] Midterm
| [ ] Final
| [ ] Other |

**Date of Meeting:**

**Beginning Time:**

**End Time:**

**Building Preference:**

**Room and/or Floor Requested:**

*Alternate Date/Beginning Time/End Time/Building Preference:*

**Is Non-academic Space Scheduled (i.e. BAS 137E/F)?**

- [ ] YES
- [ ] NO

*Are Proctored Exams Permitted?*  
- [ ] YES
- [ ] NO

## Meeting 3

<table>
<thead>
<tr>
<th>Meeting Type:</th>
</tr>
</thead>
</table>
| [ ] Mandatory Meeting
| [ ] Optional Meeting
| [ ] Unit Exam
| [ ] Midterm
| [ ] Final
| [ ] Other |

**Date of Meeting:**

**Beginning Time:**

**End Time:**

**Building Preference:**

**Room and/or Floor Requested:**

*Alternate Date/Beginning Time/End Time/Building Preference:*

**Is Non-academic Space Scheduled (i.e. BAS 137E/F)?**

- [ ] YES
- [ ] NO

*Are Proctored Exams Permitted?*  
- [ ] YES
- [ ] NO

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*NOTE:* If proctored exams are permitted, exam dates are listed in Resource 25 and will not create a time conflict during registration. The Scheduling Center notes exam dates/times/locations in RaiderNet, and students must click on CRN to view the notes.
Late Scheduling Request Form
For Distance Education On-campus Meetings

After registration has begun, only optional meetings may be scheduled. Please complete and submit this form to your department chair, dean, and the vice provost to request approval.

LATE SCHEDULING REQUEST APPROVAL
Distance Education Course On-campus Meetings

Department Chair __________________________________________

Dean _____________________________________________________

Director, Academic Technology Planning and Projects/ADA Campus Coordinator