HSIB-Curriculum Scheduling Submission Timelines and Considerations

This timeline only applies to Classroom-Specific Spaces with the Health Sciences Innovation Building (HSIB).

Factors considered by UAHS-Scheduling in placing room assignments for competing requests for the use of space and resources within specific groups include: date and time the request is received, type of use, expected attendance, requirements for special audio-visual, facilities, length of program, recurring sessions (daily, weekly, monthly, etc.), and availability of alternative space. Weekly recurring academic credit-bearing courses have priority over sessions that are one-time or occasional.

Once all HSIB curriculum needs are met, requests for internally sponsored events, and then outside affiliated organization scheduling, will be considered.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Description</th>
<th>Timeline for Reservation Requests/Room Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1:</td>
<td></td>
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<tr>
<td>HSIB Curriculum Scheduling Starts</td>
<td>Credit-bearing courses, as well as orientation and graduation activities.</td>
<td>Requests are entered into Astra Schedule for HSIB curriculum during the dates listed below. Late requests cannot be assured.</td>
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<tr>
<td></td>
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<td>Requests for July-December</td>
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<td>Requests for January-June</td>
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<td>Phase 2:</td>
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<tr>
<td>HSIB-Scheduling Room Assignments Start</td>
<td>Room assignments for credit-bearing courses, as well as orientation and graduation activities receive room assignments.</td>
<td>HSIB requests receive room assignments. Late requests cannot be assured.</td>
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<tr>
<td></td>
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<td>Requests received for July-December</td>
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<td></td>
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<td>Requests received for January-June</td>
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<td></td>
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<td>Room assignments reports sent by July 1st</td>
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<td>Phase 3:</td>
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<tr>
<td>HSIB Non-Curriculum Scheduling</td>
<td>Meetings, seminars, trainings and conferences that are sponsored internally/Externally.</td>
<td>Requests for July-December</td>
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<td>Requests for January-June</td>
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