

Classroom Scheduling Policy **Simon Business School - University of Rochester**

The purpose of this document is to outline the guidelines and expectations for the reservation of classroom space within the Simon School of Business.

Classrooms include:

Gleason Hall: Rooms 118, 119, 120, 124, 125, 318/418, 335

Schlegel Hall: Rooms 102, 103, 107, 207, 301A, 301B, 309, 407

Courses scheduled by the Registrar's Office:

- Simon 400 and 500 graduate level courses
- Simon undergraduate fall and spring semester courses
- MS Team semester courses
- MGC sessions
- Faculty Recruiting/Research Seminars

The Registrar's Office will control classroom scheduling until the class schedules for each quarter are finalized at the end of the add/drop period. Classrooms are assigned based on enrollment numbers.

Upon release of the Final Class Schedule at the end of add/drop, classroom space will be opened to the Simon Community for reservations through the Room Reservation System.

Blackout Times:

- Fall/Winter/Spring/Summer Quarters - Active Class days during each quarter (Monday - Thursday.)
 - 8:15 am - 12:00 pm
 - 1:00 pm - 4:40 pm
 - 5:35 pm - 10:10 pm
- Mid Term Exams and Final Exam Periods for these quarters.
- Ad hoc Requests - make-up classes, review sessions.
- EMBA Weekends: S102, S103 and the EMBA lounge reserved.
- MMM Weekends: Gleason 118 and the Gleason Lounge reserved.

Exception:

- Board of Trustees during October and May. Some shifting of classes are likely to be needed during these time frames.

To reserve classrooms outside of the Simon School

1. Contact the Simon Registrar's Office at registrar@simon.rochester.edu
2. Describe the reason for seeking space outside of Simon.
3. Indicate the days, meeting times and number of seats required.
4. Simon Registrar's Office will check availability of space with the University Registrar's and will confirm the reservation.