General Assignment Classroom Event Scheduling Policy

This policy document outlines the guidelines associated with the reservation of general assignment classroom space for events.

Definitions
General Assignment (GA) Classroom – A classroom scheduled by the Registrar’s Office on behalf of the Provost’s Office. For a full listing of general assignment classrooms, see http://www4.uwm.edu/faculty_staff/instructional_support/general_classrooms.cfm.

Event – Any activity in a GA classroom that is not a credit class meeting scheduled via the PAWS student information system.

Guidelines
- The Registrar’s Office schedules GA classroom space on a semester-by-semester basis (Fall, UWinteriM, Spring, and Summer). GA classroom space cannot be reserved for an entire academic or calendar year.

- Credit class meetings scheduled via PAWS are given priority for GA classroom space.

- The Registrar’s Office reserves GA classroom space for credit classes scheduled via PAWS during the Schedule of Classes development process and through the start of the given semester.

- The Registrar’s Office will reserve GA classroom space for events per availability on a first come, first serve basis, starting approximately one month before the start of a given semester (i.e., August 1 for the fall term, December 1 for UWinteriM, January 1 for the spring term, and May 1 for the summer term). Select summer term academic events and programs, such as new student orientations and placement testing, will receive priority assignments earlier in the cycle but still after most credit classes are assigned rooms.

- Requests to reserve GA classroom space for events must be made at least 24 hours in advance and submitted through our online room scheduling system, ROAR, http://www.uwm.edu/roar.

- The Registrar’s Office reserves the authority to alter a GA classroom reservation for an event if a competing need arises from a credit class scheduled via PAWS. All attempts will be made to relocate the event to a comparable space.

- Any student requests, including student organizations, for GA classroom space must be made through Union Event Services.

- The Registrar’s Office will reserve GA classroom space for non-UWM organizations if sponsored by a UWM department or if the event is related to the campus mission and purpose (http://www4.uwm.edu/discover/mission.cfm).

- All users of GA classrooms are expected to be respectful of classroom equipment and furniture. Rooms must be returned to their normal classroom condition (i.e. chairs/desks returned to a normal formation, all trash placed in appropriate receptacles).

Exceptions
Exceptions to the GA Classroom Event Scheduling Policy are only made for rare and extenuating circumstances associated with the event (e.g., required for students to attend/complete, weekend-only, etc.). Exceptions are submitted through the Registrar’s Office and approved or denied by the Provost’s Office. For more information, see http://www4.uwm.edu/faculty_staff/instructional_support/classroom_assignments.cfm.

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