

# College of Pharmacy

## Room Scheduling Procedure


**Related Policies:**

[Class Scheduling: Twin Cities, Crookston, Morris, Rochester](#)  
[Classroom Management: Twin Cities, Crookston, Morris, Rochester](#)  
[AHC Classroom Scheduling Protocol](#)  
[AHC ITV Policies](#)

**Related Procedures:**

[AHC Schedule a Course](#)  
[AHC Schedule an Event](#)

**Effective:** *Fall 2009*
**Last Updated:** *July 2013*
**Responsible University Officer:**

*Senior Associate Dean for Professional Education*

**Procedure Owner:**

*Office of Integrated Curricular Operations*

**Procedure Contact:**

*Executive Director of Integrated Curricular Operations*

---

## PROCEDURE

The College of Pharmacy has designated individuals to work with the appropriate departmental liaisons to coordinate room reservation requests within the College. These individuals will also work with AHC Classroom Services and the Office of Classroom Management (OCM) to reserve AHC rooms and general purpose classrooms, as needed.

**The following rooms are available in the College of Pharmacy – Twin Cities:**

- Active Learning Classroom
  - WDH 7-135 [cap: 115] (ICO, Katie James, [kmjames@umn.edu](mailto:kmjames@umn.edu))
- ITV Classrooms
  - WDH 7-193/195 [cap: 30] (ICO, Katie James, [kmjames@umn.edu](mailto:kmjames@umn.edu))
  - Masonic 41 [cap: 25] (ICO, Katie James, [kmjames@umn.edu](mailto:kmjames@umn.edu))
- ITV Conference Rooms
  - WDH 5-110A [cap: 10] (Sr. Assoc. Dean's Office, Duane Orlovski, [dorlovsk@umn.edu](mailto:dorlovsk@umn.edu))
  - WDH 5-130C [cap: 20] (Dean's Office, Pam Guthrie, [pamela@umn.edu](mailto:pamela@umn.edu))
  - WDH 7-115F [cap: 12] (ECP, Erin McGonagle, [mcgo0064@umn.edu](mailto:mcgo0064@umn.edu))
  - WDH 7-173 [cap: 12] (SAPh Library, Dawn Turgeon, [dturgeon@umn.edu](mailto:dturgeon@umn.edu))
- Non-ITV Conference Rooms
  - WDH 1-120A [cap: 10-12] (ICO, Katie James, [kmjames@umn.edu](mailto:kmjames@umn.edu))
  - WDH 7-139 [cap: 10-12] (ICO, Katie James, [kmjames@umn.edu](mailto:kmjames@umn.edu))
  - WDH 7-145 [cap: 10-12] (ICO, Katie James, [kmjames@umn.edu](mailto:kmjames@umn.edu))
  - WDH 9-105 [cap: 10-12] (ICO, Katie James, [kmjames@umn.edu](mailto:kmjames@umn.edu))

**The following rooms are available in the College of Pharmacy – Duluth:**

- Active Learning Classroom
  - 410 Lib [cap: 60] (PPPS, Anna Firoozi, [afiroozi@d.umn.edu](mailto:afiroozi@d.umn.edu))
- ITV Classrooms and Meeting Rooms
  - 165 LSci [cap: 60] (PPPS, Anna Firoozi, [afiroozi@d.umn.edu](mailto:afiroozi@d.umn.edu))
  - 163 LSci [cap: 60] (PPPS, Anna Firoozi, [afiroozi@d.umn.edu](mailto:afiroozi@d.umn.edu))
  - 160 LSci [cap: 30] (PPPS, Anna Firoozi, [afiroozi@d.umn.edu](mailto:afiroozi@d.umn.edu))
  - 144 LSci [cap: 10] (PPPS, Anna Firoozi, [afiroozi@d.umn.edu](mailto:afiroozi@d.umn.edu))
  - 231 LSci [cap: 12] (PPPS, Anna Firoozi, [afiroozi@d.umn.edu](mailto:afiroozi@d.umn.edu))
  - 250A LSci [cap: 12] (PPPS, Anna Firoozi, [afiroozi@d.umn.edu](mailto:afiroozi@d.umn.edu))
  - 302 Heller Hall [cap: 28] (PPPS, Anna Firoozi, [afiroozi@d.umn.edu](mailto:afiroozi@d.umn.edu))

**Reserving a Room in TC via Email**

- For course-related room requests (study/review sessions, make-up exams, etc.), contact Katie James at [kmjames@umn.edu](mailto:kmjames@umn.edu).
- For all other events (student organizations, department meetings, etc.), contact Pam Guthrie at [pamela@umn.edu](mailto:pamela@umn.edu).

Please include the following information in your request:

- Contact information of the requestor
- Name of the event
- Dates(s), start time(s), and end times(s)
- Number of people expected
- Whether or not a room reservation in Duluth is also needed
- Whether or not ITV or ITV support is needed
- Other technology needs (speaker phone, laptop connection, in-room computer, overhead projector or display, etc.)

**Reserving a Room in TC Online**

- Go to <http://www.classroom.umn.edu/>
- Click on “Schedule a classroom”
- Under the “View Classroom Schedules” header, click on the “quick start guide” link for step-by-step instructions on submitting a room request
  - Under the same header, click on the “Astra Schedule Enterprise Calendar” link when you are ready to proceed

- Please note that step 3 of the quick start guide has you select an appropriate event request form; choose “Twin Cities-College of Pharmacy” for WDH 7-135, WDH 7-193/195 and Masonic 41, and choose “Twin Cities-AHC Classroom Services for rooms in Moos Tower, Mayo, etc.

Please allow a few days for the processing of your online request. If an emergency or short notice, please use email directions above.

### Reserving a Room in Duluth

- For all ITV and non-ITV rooms, please contact Anna Firoozi at [afiroozi@d.umn.edu](mailto:afiroozi@d.umn.edu).

Please include the following information in your request:

- Contact information of the requestor
- Name of the event
- Dates(s), start time(s), and end times(s)
- Number of people expected
- Whether or not ITV or ITV support is needed
  - If ITV, the room connection in the Twin Cities
- Other technology needs (speaker phone, laptop connection, in-room computer, overhead projector or display, etc.)

### Room Reservation Protocols

1. Course requests are always processed first, beginning with the Pharm.D. program needs and ITV, followed by graduate courses, etc.
2. After all course requests have been completed, scheduling for other course-related requests, such as review sessions, exams, or small group breakout rooms, will then be completed.
3. Once all course-related rooms are scheduled, the scheduling of non-curricular events will begin.

All requests submitted prior to the time when they can be scheduled will be held until such time when they can be scheduled.

### **Additional Information**

- [Office of Classroom Management](#)
- [AHC Classroom Services](#)

### **History**

**Approved:** Fall 2009

**Effective:** Fall 2009

**Updated:** July 2013 due to new Active Learning Classrooms, room reservation software changes, and contact information