



## Instructional Space Classroom Assignments

### PURPOSE

To document the approach and action to use when assigning classrooms during the *Maintenance Phase of Schedule Building*. Classroom assignments are required for all classes for the safety of students, faculty and staff.

### NOTES

- In the event a classroom with badge access is assigned, the instructor's department chair must notify IT to have faculty badge activated for automated access: PSB, F Building, etc.
  
- Students must refer to their Student Center in the my.maricopa Web page for current Class information.

### x First Rights:

- applied during *Schedule Building Phase*\*
- not applied during the *Schedule Maintenance Phase*\*

\* (see the *Schedule Phases* found on Instructional Support Services *Resources* webpage – visit:



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- x Classes with *Facility ID* assigned as *PC OTHER*:  
Applied to class meetings held on campus and not requiring a classroom such as *Independent Study*, *Special Projects*, or other classes with special circumstances, i.e., practicums or internships. Students are notified by the instructor via syllabus of class meeting date(s) and location(s). For student and faculty safety, it is strongly recommended to schedule space with Everts Scheduling if a facility other than instructional space is to be used.
  
- x Classes with *Facility ID* assigned as *OFFSITE*:  
Applied to class meetings held off campus and not requiring a classroom such as *Independent Study*, *Special Projects*, or other classes with special circumstances, i.e., practicums or internships. Students are notified by the instructor via syllabus of class meeting date(s) and location(s). It is strongly recommended to add a *Class Note* indicating that information.
  
- x Laboratory Classrooms:  
Not assigned to classes outside of the department identified for *First Rights*
  - o Laboratory classrooms are not included in searches by Class Scheduling for classes with *Facility ID* assigned as *PC TBA*
  - o Laboratory classrooms requested for use by non *First Rights* department must obtain approval from the department identified as having *First Rights*.
  - o Department chair/program director/approved staff submit COM to request classroom assignment change in SIS  
Class Scheduling assumes requestor has obtained required permission before submitting COM requesting Laboratory classroom
  
- x LEAD (Learning, Engagement,

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- x Events Scheduling:  
Begins assigning non instructional events, i.e., club meetings, committee meetings, etc; into instructional space for future term s once Class Scheduling determines the appropriate date for releasing classrooms to be available for reservations by campus community.
  
- x Recommended BOExi Report:
  - o MCCD\_SR\_3530 Proofing Department Class Schedule using parameters for appropriate term and *Class Status Active, Tentative, Stop Further Enrollment.*