

Guidelines for Education Building Room Scheduling

Room Reservations can be made by contacting Kathy Funke (funkek; 962-3807).

1. Classes have priority for scheduling rooms in EB
(Scheduled by department chairs in collaboration with Associate Dean; requests for EDN classes outside the Ed Bldg are made by Dr. McNulty to the appropriate department, and requests from outside departments (CAS, NUR) for rooms in the Ed Bldg are sent to Dr. McNulty. *Faculty who want to request a room change must send it to their department chairs. The chairs will then work with Dr. McNulty to secure another location - pending availability.*)
NOTE: Classrooms cannot be scheduled for other events during the exam period.
2. Reservations for events, meetings, in classrooms can be done after the course scheduling process is complete. The open reservation date will be announced each term. The first two weeks of reservation time will be limited to WSE events.
NOTE: Participants using the rooms must agree to abide by the protocol for set-up and the “no food or drink” in classrooms and computer lab policy. In addition, they must restore the room to its original arrangement when their event is concluded.
3. Conference rooms will be scheduled by designee in each area:
Glenda Bowen – Room 158 (First Floor Conference Room)
Maxine Padgett/Lesley McCoy– Room 280 (Second Floor Conference Room)
Linda Register/Lisa Hunt – Room 385 (Third Floor Conference Room)
Brenda Parker/Kathy Funke – Room 330 (Dean’s Area Conference Room)
4. The following spaces are not open for reservations:
Ed Lab (EB Room 130) and Curriculum Materials Center (EB Room 127)
5. The General Computer Lab (EB 111) and the Technology Lab (EB 335) can be scheduled for one-time events such as demonstrations of software for courses, portfolio defenses, etc. Reservations for these spaces must be made in advance. To reserve either of these spaces, contact Jeff Ertzberger (962-7670; ertzbergerj@uncw.edu).
6. All classrooms and seminar rooms must be scheduled through Ms. Funke for meetings, team sessions, special events, etc. in order to ensure that all UNCW systems contain information necessary to locate individuals in case of emergency, and so that UNCW Police are able to access schedules.
7. Faculty teaching online courses who want to have in-person meetings with their students during the semester must schedule the desired classrooms for the designated dates.
8. Individuals scheduling meetings, student work sessions, etc. are responsible for notifying participants about the no food or drink policy for classrooms.
9. Keys for WSE part-time instructors are distributed by departmental administrative associates. Non-EDN faculty must request keys from Ms. Siko in EB 326.

Revised 8/4/2011