

Office of the Registrar

Guidelines for Shared Classrooms

The following procedure describes how classrooms that have shared oversight are jointly scheduled and maintained by the Registrar, Wesleyan Events & Conferences, and a department or program.

DEFINITION OF A SHARED CLASSROOM:

A shared classroom is a room utilized primarily for academic classes, with scheduling priority given to courses hosted by the department/program that shares the space. The registrar's office may schedule other courses in the space around the department's courses. Non-class events can be scheduled on an ad hoc basis around all classes.

SCHEDULING A SHARED SPACE:

1. At the end of the prior term, the Registrar will begin scheduling University classes that are appropriate for the classroom. The Registrar is responsible for scheduling all undergraduate and graduate level courses regardless of when the class meets. Since all courses are imported into Event Management System (EMS) through the Academic Import tool, as a courtesy the Registrar will contact departments prior to the initial import to confirm use of shared spaces. Once the Registrar's office has completed this process, the Graduate Liberal Studies Program (GLSP) will then begin to schedule their classes based upon remaining availability and may request placement in a shared classroom.
 - a. After the import is run, Wesleyan Events & Conferences runs a conflict report. If a conflict exists, Wesleyan Events & Conferences will work with the department or program to determine an appropriate solution.
 - b. If any requests for these spaces arrive after the initial scheduling process, the department/program will be contacted by the Registrar's office to discuss possible accommodation.
 - c. The import process occurs in July for fall classes and November for spring classes.
2. Once the class schedule has been finalized and the term begins, the Registrar's office refers all ad hoc requests to Wesleyan Events & Conferences. If the space is not booked directly through their office, Wesleyan Events & Conferences will refer the requestor to the appropriate program or department.
3. The final exam schedule may impact shared spaces as well. It is the Registrar's policy to schedule final exams for classes requesting a registrar-scheduled exam into the same space used for its regular class meetings throughout the term. The Registrar's list is given to Wesleyan Events & Conferences to create the reservations. Once final exam times and rooms are finalized, an email from the Registrar's office is sent to all department/program Administrative Assistants.
4. Summer usage of shared classrooms follows essentially the same procedure as during the academic year.
 - a. In June, Wesleyan Events & Conferences will contact the department or program to schedule appropriate uses for the room in times not already reserved by the department or program. These uses may include GLSP classes and other programs sponsored by Wesleyan University during the summer.
 - b. Once the times are set for the uses and the summer begins, ad hoc requests for classroom access will be approved by the department or program through EMS.
 - c. Summer shared spaces are handled by the GLSP. The GLSP will coordinate with Wesleyan Events & Conferences and will contact owners of shared spaces as appropriate.
 - d. In the instance of ad hoc requests for spaces not directly reserved through Wesleyan Events & Conferences, that office will refer those requests to the appropriate department.

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CLASSROOM MAINTENANCE COMMITTEE:

The classroom maintenance committee is comprised of staff from the offices of Information Technology Services, Physical Plant, Registrar, and Wesleyan Events & Conferences. The committee meets four times a year to discuss requests for upgrades and improvements to registrar-scheduled or shared spaces. Requests for improvements must be submitted via the Classroom Improvement Request link in the Electronic Portfolio. The link is accessible year-round to all Department Chairs/Program Directors and Administrative Assistants. Faculty have access to the link during the months of October and February.

What to Submit Via the Classroom Improvement Request:

This tool is a way to request improvements/upgrades to a classroom's existing furniture and/or technology. Examples:

- New type of furniture
- Computer/technology upgrades
- New window treatments

REQUESTING REGULAR MAINTENANCE:

Regular maintenance to a room should be handled through Physical Plant by submitting a work order request via <https://wesfix.wesleyan.edu/> or calling x3400.

What to Submit Via a Work Order Request:

- Broken/missing furniture
- Broken/missing clock
- Broken window treatments
- Heating/AC problems

-Media issues with the existing equipment (computer not working, projector issues, etc.) (*call x4959*)

TO QUALIFY FOR CLASSROOM MAINTENANCE COMMITTEE FUNDING, SPACES MUST BE REGISTRAR-SCHEDULED OR SHARED:

Requests to make a room "shared" in order to qualify for funding will be reviewed by the committee. In general, spaces must be conducive for teaching a variety of academic courses (e.g., a small seminar would not be held in a dance studio space or chemistry lab.) The committee will ultimately decide if a requested space is truly viable for sharing with other academic departments/programs.

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REGISTRAR-SCHEDULED CLASSROOMS

- Allbritton Center 004
- Allbritton Center 103
- Allbritton Center 113
- Allbritton Center 204
- Allbritton Center 304
- Downey 100
- Downey 113
- Downey 208
- Fisk Hall 101
- Fisk Hall 121
- Fisk Hall 122
- Fisk Hall 208
- Fisk Hall 210
- Fisk Hall 302
- Fisk Hall 305
- Fisk Hall 312
- Fisk Hall 403
- Fisk Hall 404
- Fisk Hall 410
- Fisk Hall 412
- Fisk Hall 413
- Fisk Hall 414
- Hall-Atwater 56
- Hall-Atwater 84
- Judd Hall 113
- Judd Hall 116
- Public Affairs Center 001
- Public Affairs Center 002
- Public Affairs Center 004
- Public Affairs Center 104
- Public Affairs Center 107
- Public Affairs Center 125
- Public Affairs Center 136
- Public Affairs Center 411
- Public Affairs Center 413
- Public Affairs Center 421
- Public Affairs Center 422
- Science Tower 58
- Science Tower 72
- Science Tower 74
- Science Tower 103
- Science Tower 109
- Science Tower 113
- Science Tower 121

- Science Tower 137
- Science Tower 139
- Science Tower 141
- Science Tower 150
- Science Tower 339
- Shanklin 107
- Shanklin 201

SHARED CLASSROOMS:

- Anthropology 6
- Art Workshop 112
- African American Studies Conference Room
- Center for the Humanities, 106
- Center for the Arts Hall
- 285 Court Street
- Fisk Hall 314
- Romance Languages 106
- Romance Languages B2
- Religious Studies Center Seminar
- Science Tower 201
- Science Tower 309
- Science Tower 405
- Science Tower 618
- Science Tower 638
- Thea Studios/Dsgn 101 - Jones
- Thea Studios/Dsgn 114 - East
- Van Vleck Observatory 110
- Boger Hall 110
- Boger Hall 112
- Boger Hall 113
- Boger Hall 114
- Boger Hall 115
- Zilkha Gallery 106
- Zilkha Gallery 202