

Event Reservation Timeline

(All dates apply to all years)

Event Services will hold any requests for classrooms as tentative until the following dates:

Spring Semester

- Nov. 1 - confirm Winterim event reservations, and all reservations through Spring census date
- Jan. 1 - confirm post-census weekend event reservations through the end of Spring semester
- Spring census date – confirm all M-F post-census event reservations

Summer Semester

- Feb. 1 - confirm all event reservations through Summer census date, and all weekend reservations through the end of semester
- Summer census date – confirm all M-F post-census event reservations

Fall Semester

- April 1 - confirm Fall pre-term event reservations, and all reservations through Fall census date
- Aug. 1 - confirm post-census weekend event reservations through the end of Fall semester
- Fall census date - confirm all M-F post-census event reservations

Note:

- *Extended Studies remedial math sections will be processed with the regular department production schedule.*
- *Non-Credit Extended Studies sections will continue to be scheduled along with ad-hoc event reservations using semester dates above.*

EXCEPTION: Classrooms for Orientations and Academic Credit Extended Studies courses can be reserved as soon as the term class search opens:

Term Class Search Opens:

Spring – Second Monday in October

Summer – January 1st

Fall – First Wednesday in March

Note: General academic classrooms cannot be reserved for events during Finals week (Spring/Fall) due to complex set-up of schedule.