

ACADEMIC SPACE  
PLANNING & ASSIGNMENT  
PROCESSES AND PROCEDURES

10.25.2017

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## Academic Space Planning & Assignment

### Organizational Unit

Academic Space Planning & Assignment is an integral part of The Office of the Registrar under the leadership of The Office of Student Success.

The Office of Student Success coordinates and promotes university-wide efforts to enhance undergraduate and graduate student success. By recruiting and enrolling college-ready students, awarding financial aid and scholarships, and planning for timely degree completion for all students, the Student Success Team strives to create a positive teaching and learning environment designed to enrich all aspects of the student experience and ensure that every student who enters USF has the opportunity to succeed.

The Office of the Registrar has a two-part mission: to support the University's teaching function by documenting the extent and quality of students' formal learning experiences and to provide quality service to students, faculty, staff, and the general public in the creation, maintenance, and release of student academic records. The mission is accomplished in accordance with institutional academic policies and practices as well as adherence to rules of other external regulatory agencies.

Academic Space Planning & Assignment has a mission to efficiently manage academic space with optimal utilization in support of students, faculty, and research ensuring that space needs for the University are fully met.

### Academic Space Planning & Assignment

Email [AskSpace@usf.edu](mailto:AskSpace@usf.edu)

Mail Stop SVC 1034

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## Academic Space Planning & Assignment Guidelines

Academic Space Planning & Assignment receives all requests for use of the Tampa campus classrooms and schedules over 5,000 academic courses and extra-curricular events per term in a manner that is conflict-free and offers optimal use of available space for student success.

1. Email all communications to Academic Space Planning & Assignment via [AskSpace@usf.edu](mailto:AskSpace@usf.edu). This is a centralized inbox that all personnel in Academic Space Planning & Assignment have access to. It is essential that requests come through this mailbox to ensure that it is received in a timely manner.
2. Academic Space Planning & Assignment requires a 48 hour notice for processing all requests. Do not resend requests or inquire further unless it has been more than 48 hours during normal business hours.
3. Academic Space Planning & Assignment reserves the right to move classes to other rooms up until the beginning of the term for optimization of space when necessary.
4. All courses following the university approved time patterns will get priority for room placement. Graduate classes are expected to conform to the standard schedule timeslots to ensure optimal instructional utilization.
5. Special Events will not be scheduled until the first business day following the conclusion of drop/add week each semester. This includes review sessions, help sessions, lecture series, tests/exams, non-academic events, etc. This is to ensure that all academic courses are fully accommodated first.
6. Only final exams are scheduled during the six (6) days after the term ends. All space is reserved for the exclusive use of facilitating final exams. This applies to both general use and dedicated space.
7. Room capacities posted outside the classrooms are for total occupancy of the room and include all persons. The student capacity is determined by the Fire Marshall and is based on the number of student seats.
8. Classrooms are equipped with the appropriate number of seats per the Fire Marshall's student capacity. Moving furniture from neighboring classrooms negatively impacts student capacity for other courses scheduled and poses safety hazards.
9. No food or drinks are allowed in General Use Space.

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## Scheduler Responsibilities

It is the department's responsibility to monitor their course schedule fully. Scheduling coordinators are responsible for monitoring department scheduling patterns and ensuring that all available periods are utilized daily as well as ensuring that courses without room assignments do not take enrollment.

Before altering course enrollment, contact [AskSpace@usf.edu](mailto:AskSpace@usf.edu). It is imperative to ensure that the change will not affect the room assignment and that an appropriately sized room is available during the necessary day and time. Do not override course enrollment or overenroll courses. A room assignment cannot be guaranteed if it is overenrolled beyond its assigned capacity.

Monitor all courses on hold closely as the start of the term approaches. Departments with courses on hold need to release the rooms no later than close of business the Friday prior to the term start date.

If a course is cancelled, the room assignment must be removed from the course in Banner.

Refer to the Class Scheduling Timetable posted on the Academic Space Planning & Assignment website for deadlines. All requests received after the posted deadline cannot be guaranteed.

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## Faculty Responsibilities

All special requests must be submitted to the department's scheduler prior to the deadline listed in the Class Scheduling Timetable. A Special Request should be used when faculty need specific classroom seating orientations to facilitate their teaching methods or when faculty require special accommodations due to physical limitations (see guidelines on pages 6-7).

Course room assignments are made approximately 6 months prior to the start of the term. The schedule of courses is available for viewing in OASIS at any time. If there are any concerns about a room assignment, submit those to our office through the department's scheduler before enrollment opens.

Faculty are welcome to inspect a classroom prior to the start of the term. Arrangements can be made through the department's scheduler.

Room photos: [https://25live.collegenet.com/usf/#home\\_my25livef0](https://25live.collegenet.com/usf/#home_my25livef0)

Classrooms are equipped with the appropriate number of seats per the Fire Marshall student capacity. Moving furniture from neighboring classrooms negatively impacts student capacity for

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other courses scheduled and poses safety hazards. Please ensure that the classroom furniture orientation is returned to the way it was found.

### **Classroom Furniture**

Classrooms are equipped with the appropriate number of seats per the Fire Marshall's student capacity. Moving furniture from neighboring classrooms negatively impacts student capacity for other courses scheduled and poses safety hazards.

Room capacities posted outside the classrooms are for total occupancy of the room and include all persons. These numbers do not reflect the seating orientation and cannot be used to determine student seating capacity. The student capacity is determined by the Fire Marshall and is based on the number of student seats.

USF does not have a warehouse or storage area for furniture. Academic Space Planning & Assignment cannot add or take away furniture from classrooms. All furniture in classrooms must remain in their current orientation.

If you have questions about furniture or seating, please contact [AskSpace@usf.edu](mailto:AskSpace@usf.edu) prior to making any changes to course enrollment to ensure compliance with these regulations.

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### **USF-SPACE Listserv and 25Live**

The USF-SPACE Listserv is used to update schedulers and other USF personnel to upcoming Academic Space Planning & Assignment deadlines and announcements. To subscribe or unsubscribe with the USF-SPACE Listserv, visit [www.usf.edu/space](http://www.usf.edu/space).

25Live is a comprehensive scheduling software allowing requestors to view events (both academic and non-academic) that are scheduled in general use classroom space to check for availability for new requests. To create a viewer account for 25Live, use your netID/password to login, [https://25live.collegenet.com/usf/#home\\_my25live\[0](https://25live.collegenet.com/usf/#home_my25live[0)

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### **Dedicated Space**

Departments using dedicated space must optimize classroom time and capacity utilization and support efficiency in student course scheduling.

Course scheduling takes priority over any other departmental activities. Extra events such as faculty meetings and guest speakers should not be scheduled until after all courses have been assigned space.

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Alternative Calendar courses that deviate from the Approved Class Scheduling Time Patterns should be given priority for placement in dedicated space.

## Locking and Weekend Calendar Schedule

The door locking schedule is prepared two weeks in advance. Submit all changes or requests via the [AskSpace@usf.edu](mailto:AskSpace@usf.edu) email. Last minute changes to the locking schedule cannot be guaranteed for accommodation.

The weekend calendar is completed on Wednesday before the upcoming weekend. Submit all changes to the weekend calendar must be submitted to [AskSpace@usf.edu](mailto:AskSpace@usf.edu) prior to that day.

Dedicated space is not unlocked by Academic Space Planning & Assignment. It is the department's responsibility to unlock dedicated space for events scheduled over the weekend.

Submitting a request for a weekend event does not guarantee a room assignment. If a room is available for use during your requested day and time or preferred room, Academic Space Planning & Assignment will confirm your reservation with the department's scheduler or the original requestor after the request is processed.

All doors on automatic locks are scheduled to open 30 minutes prior to the scheduled event start time and lock 15 minutes after the scheduled event end time. Contact Academic Space Planning & Assignment if the door hasn't unlocked within these guidelines. Do not contact Physical Plant directly.

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## Guidelines for Final Exams

Final exam week is the six (6) days after the term ends. It is a designated week reserved for the administration of final exams. All space is reserved for the exclusive use of facilitating final exams. This applies to both general use and dedicated space.

The Final Exams Matrix will be available for the upcoming term approximately four (4) weeks prior to the start of the term here: <http://www.usf.edu/space/documents/final-exam-matrix.pdf>

All final exams must conform to the university approved exam matrix in accordance with USF Final Exam Policy as outlined here: <http://www.usf.edu/space/documents/final-exam-policy.pdf>

If a student has a direct conflict of scheduled examinations that are scheduled according to the final exam matrix, or has three or more examinations scheduled on the same day, the student may petition the appropriate instructor to reschedule one of the student's examinations. Please see the official USF Final Exam Policy for the ordered list of priorities.

### *Frequently Asked Questions*

1. Effective Spring 2016, the last two days of the final week in the term are designated as Reading Days. Students should not be assigned effort other than to prepare for their final examinations during these two days.
2. Alternative Calendar classes not in approved time patterns and courses on approved variances need to be scheduled separately. The department scheduler will work with Academic Space Planning & Assignment to schedule these finals to ensure conflict-free scheduling around approved time patterns.
3. Courses held in dedicated space will need to be scheduled separately by the department using the same guidelines that are in place for courses in General Use Space.
4. A block final exam is for courses that will administer the same final exam to all students of a particular course regardless of instructor or section number. All instructors administer the same exam on the same day and time to ensure that students are being tested on course content equally and to prevent cheating or sharing of information between individual exam dates. The Saturday immediately following the conclusion of the academic term is the day reserved exclusively for the administration of Block Final Exams.
5. For online courses that will administer face-to-face exams as a part of their curriculum, the Sunday immediately following the conclusion of the academic term is reserved. This day is exclusively for the administration of Final Exams for courses that meet online throughout

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the term but have face-to-face exams. The department scheduler will work with Academic Space Planning & Assignment to schedule these finals.

## Guidelines for Large Capacity Requests

### *What is a Large Capacity Request?*

A Large Capacity Request is for courses that need to utilize large general use rooms to facilitate mass lecture course meetings or individual courses that need to accommodate a minimum of 75 students or more.

1. The deadline for submitting Large Capacity Requests is located on the Class Scheduling Timetable.
2. Submission of a Large Capacity Request to the Academic Space Planning & Assignment Office does not guarantee your preferred room assignment.
3. All Large Capacity Requests must follow the Approve Class Scheduling Patterns.
4. Submissions must be submitted by email at [AskSpace@usf.edu](mailto:AskSpace@usf.edu).  
Your request should include the following information:
  - a. Term
  - b. Department
  - c. Subject/Prefix
  - d. CRN
  - e. Day/Time Preference
  - f. Room/Building Preference
  - g. Expected Enrollment
  - h. Contact Phone Numbers
  - i. Any Additional Notes or Comments that will help facilitate your request
5. Reasons NOT to submit a Large Capacity Request
  - a. Online courses with large capacities that need room assignments for limited campus meetings will be assigned at the conclusion of drop/add week. The Academic Space Planning & Assignment Office will determine day and time, building, and room placement at that time. If the first meeting must occur during drop/add week, it must be scheduled after 5pm Monday – Thursday or anytime on Friday.
  - b. Proximity to personal office or departmental offices is not considered.

#### Note:

All Large Capacity Requests must be submitted by email to [AskSpace@usf.edu](mailto:AskSpace@usf.edu) **separately** from all other submissions that are due by the same deadline.

No consecutive scheduling for courses capped 75+ between 9:30 am – 2:00 pm.

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## Guidelines for Special Requests

### *What is a Special Request?*

A Special Request is used when a faculty member requires certain classroom seating orientations to facilitate specific teaching methods.

1. The deadline for submitting Special Requests is located on the Class Scheduling Timetable.
2. Submission of a Special Request to Academic Space Planning & Assignment does not guarantee your preferred room assignment.
3. All Special Requests must follow the Approve Class Scheduling Patterns.
4. Submissions must be submitted by email at [AskSpace@usf.edu](mailto:AskSpace@usf.edu).  
Your request should include the following information:
  - a. Reason for Request
  - b. Term
  - c. Department
  - d. Subject/Prefix
  - e. CRN
  - f. Day/Time Preference
  - g. Room/Building Preference
  - h. Expected Enrollment
  - i. Contact Phone Numbers
  - j. Any Additional Notes or Comments that will help facilitate your request
5. Reasons NOT to submit a Special Request
  - a. Online courses that need room assignments for limited campus meetings will be assigned at the conclusion of drop/add week. Academic Space Planning & Assignment will determine day and time, building, and room placement at that time. If the first meeting must occur during drop/add week, it must be scheduled after 5pm Monday – Thursday or anytime on Friday.
  - b. Faculty expressing preferences for closer proximity to personal office or departmental offices are not considered.

Note: All Special Requests must be submitted by email to [AskSpace@usf.edu](mailto:AskSpace@usf.edu) **separately** from all other submissions that are due by the same deadline.

No consecutive scheduling for courses capped 75+ between 9:30 am – 2:00 pm.

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## Guidelines for Physical Limitations Requests

### *What is a Physical Limitations Request?*

A Physical Limitations Request is used when a faculty member requires special accommodations in classroom room assignments due to physical limitations\*.

1. The deadline for submitting Physical Limitations Requests is located on the Class Scheduling Timetable.
2. Submission of a Physical Limitations Request to Academic Space Planning & Assignment does not guarantee your preferred room assignment.
3. All Physical Limitations Requests must follow the Approve Class Scheduling Patterns.
4. Submissions must be submitted by email at [AskSpace@usf.edu](mailto:AskSpace@usf.edu). Your request should include all of the information of a Special Request (see page 6) along with the following information:
  - a. Physician's Note
  - b. Department Chair's Signature

The Physician's Note must be signed and dated by the physician in charge of the faculty member's medical care as well as the Department Chair and must include:

- a. Name of the faculty member requiring a physical limitation accommodation
- b. Reason for the accommodation
- c. Academic Term

The specific medical condition does not need to be stated in the note. If the faculty member is uncomfortable with providing Academic Space Planning & Assignment with this information, they are free to submit their request to Disability Services or Human Resources for verification. Those offices can verify their need for special accommodation. All requests must be received by Academic Space Planning & Assignment by the deadline listing in the Class Scheduling Timetable.

\* USF is an Equal Opportunity/Equal Access Institution. ADA accessible teaching stations are available throughout General Use Classrooms. If any faculty has a disability and requires an ADA accessible teaching station, contact your department's scheduler prior to the deadline listed in the Class Scheduling Timetable.

Note: All Physical Limitations Requests must be submitted **individually** by email to [AskSpace@usf.edu](mailto:AskSpace@usf.edu) **separately** from all other submissions that are due by the same deadline. Submissions without all the necessary documentation will not be accepted and a room assignment will not be made until all documentation is received by ASPA.

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## Guidelines for Use of Variances

### *What is a Request for Variance?*

A Request for Variance is used when there is a pedagogical reason for a course to deviate from the University's Approved Class Scheduling Patterns. Strong written justification is required for any exceptions. Rooms will not be assigned until the department receives confirmation that the request has been fully approved.

For general use space, any deviation from the Approved Class Scheduling Patterns must be preceded by an approved *Request for Variance* form. Academic Space Planning & Assignment will review all requests. The responsibility for the final coordination of all class schedules as to time and place of meetings shall rest with Academic Space Planning & Assignment.

1. All Requests for Variance **must** begin at an approved class scheduling pattern start time. Approved Class Scheduling Patterns can be found at <http://www.usf.edu/space/index.aspx>.
2. All courses following an Alternative Calendar require a Request for Variance if placed in general use space.
3. Requests for Variance are not required for courses placed in dedicated space. It is the department's responsibility to optimally schedule courses in dedicated space.
4. Receiving an approval for your request does not guarantee that a general use room will be available during your needed day and time.
5. Any Request for Variance receiving a notice of approval applies to one term only. If the need becomes evident over time, permanent status may be approved.
6. There are multiple summer sessions, days, and times to choose from and in most cases all courses can be accommodated. Requests for Variance in the summer terms are discouraged.
7. It is the department's responsibility to maintain copies of the Request for Variance forms that are submitted to Academic Space Planning & Assignment for approval. After review, Academic Space Planning & Assignment will email scanned copies of the requests with the decision back to the department scheduler for retention purposes. Academic Space Planning & Assignment is not responsible for maintaining approved copies for departmental use.

Note: All Requests for Variance must be **individually** submitted by email to [AskSpace@usf.edu](mailto:AskSpace@usf.edu) **separately** from all other submissions that are due by the same deadline. Incomplete requests and requests received without all the required signatures will not be accepted.

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## Alternative Calendar Courses

### *What is an Alternative Calendar Course?*

An Alternative Calendar course is a course that does not run the full length of an academic term but still requires completion of the same number of contact hours as a full term course. These courses require special accommodation to be placed in general use classroom space because they usually do not meet in approved university time patterns in order to complete the proper amount of contact hours in less time, meeting for longer periods each week.

1. Alternative Calendar courses that deviate from the Approved Class Scheduling Time Patterns should be given priority for placement in dedicated space.
2. Alternative Calendar classes not in approved time patterns need to be scheduled for final exams separately. The department scheduler will work with Academic Space Planning & Assignment to schedule these final exams.
3. All courses following an Alternative Calendar require a Request for Variance if placed in general use space. See Guidelines for using a Request for Variance on Page 8.
4. Alternative Calendar room assignments are good for one term only. If the need becomes evident over time, permanent status may be approved at the discretion of the Academic Space Planning & Assignment.
5. Alternative Calendar courses must be scheduled during either the first 8 weeks of the term or the last 8 weeks of the term. Courses following other schedule will not be approved for room assignments in general use classroom space.

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## Other Affiliated Offices

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### *The Registrar's Office*

The Registrar's Office is responsible for maintaining the course schedule in Banner. All questions related to Banner use and operations are directed here.

Website: <http://www.usf.edu/registrar/>

Phone: (813) 974-2000

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### *Physical Plant*

The Physical Plant is responsible for maintaining the conditions and appearance of all classrooms. They are also responsible for the doors/locking schedule. Any minor repairs or maintenance issues are addressed using an Unpaid Work Order. They can be submitted by anyone via this link - <http://www.pplant.usf.edu/facnetcustomerweb/>

Website: <http://www.pplant.usf.edu/>

Phone: (813) 974-2845

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### *Classroom Technology Services*

Classroom Technology Services is responsible for all technical equipment located in classrooms. Any issues regarding equipment are directed here. CTS offers training on equipment to all faculty throughout the year.

For immediate equipment assistance, contact the Classroom Helpline at (813) 974-2382.

Website: <http://www.usf.edu/it/class-prep/classroom-technology.aspx>

General Phone: (813) 974-2868

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### *Students with Disabilities Services*

Students with Disabilities Services are responsible for faculty/student accommodations in classrooms. All questions related to special accommodations are directed here.

General use auditoria are equipped with assistive listening devices. For more information, contact Audio Visual Services at (813) 974-2380.

Website: <http://www.usf.edu/student-affairs/student-disabilities-services/>

Phone: (813) 974-4309

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