Room Scheduling Deadlines and Assignment Guidelines

The following document provides guidelines for how program curricula are scheduled in the University of North Dakota School of Medicine and Health Sciences (UND SMHS). This applies only to program courses that are regularly scheduled as part of the planned offerings each term by the individual programs in the UND SMHS.

These guidelines are based on the assumption that programs are typically offered over the year in three terms, or semesters, as defined by the UND registrar’s office (Fall, Spring, and Summer) and that program curricula are typically known, and thus can be scheduled, at least one term in advance.

**First Priority Course Scheduling Deadlines**
As is the case with the UND Registrar’s office, the UND SMHS has adopted first priority scheduling deadlines. Courses requests for the next term are thus due three times per year:

1. Summer Term Course Requests: March 1
2. Fall Term Course Requests: June 1
3. Spring Term Course Requests: October 1

Course requests can be made at any time before or after these dates. However, no courses will be assigned to rooms until the first priority deadline. Submissions made prior to the deadline will held until the deadline. Submissions made after the deadline will be assigned after all initial requests have been assigned. Preliminary drafts of all requests are available one month after the first priority course scheduling deadline (April 1, July 1, and November 1, respectively).

**How Course Requests are Made**

1. Each program has one designated program course requestor who uses the room scheduler (rooms.med.und.edu) to make their requests. It is the responsibility of this person to collect and collate program course information for their program from faculty and administration in time to make the first-priority deadlines.
2. The program course requestor enters in information about the needs of each individual course, and the room scheduler outputs a list of rooms that meet those needs
   a. If more than two rooms meet the needs for that individual course, the course requestor may indicate their first and second choice.
3. The room scheduler generates an email for each individual course request which is then sent automatically to rooms@und.edu.
4. The history feature allows each program course requestor to view the requests they have made and the status of each request.
How Course Requests are Assigned
1. Course requests are analyzed and assigned across all programs (e.g., NOT one program at a time).
2. Where requests for rooms do not conflict with each other (i.e., the requestor’s first or second choice of possible rooms can be honored without displacing another course request), the room assignment is made.
3. Where requests for rooms DO conflict with each other (i.e., the requestor’s first or second choice of possible rooms cannot be honored without displacing another course request), the two program course requestors are contacted to determine the best solution and then the assignments are made.
4. Once an assignment has been made, the program course requestor gets an email confirmation. It is the responsibility of the program course requestor to confirm that all of their course requests have been assigned, and to notify rooms@und.edu.

How Competing Requests AreResolved
There are several principles that guide the prioritization of room requests:
1. Courses and academic activity are scheduled before non-academic requests.
2. Courses/activities that require room features will get priority for that room over those that could be offered elsewhere, even if less convenient or desirable.
3. Assignments should disrupt the fewest people. All else being equal, the assignment that negatively impacts the least number of students for the least amount of time will be given priority.

What Happens After First Priority Course Scheduling Is Complete
1. Course request that came in after the deadline are made
2. Non-academic (e.g., meetings) requests will be made
3. Changes to current course requests can be made
4. Program course requests for the next term can be submitted
   a. Note that they will NOT be considered until the following first-priority course scheduling deadline.
5. Any changes to room assignments that have been made result in notification to requestor

A final note about courses that bridge “traditional” term schedules
Courses that extend into the start of the next traditional term may end up conflicting with courses in that following term. However, because of the first priority course scheduling deadlines, these conflicts will not arise until after scheduling has been set. In such cases, the portion of the course that overlaps with the next term will be considered a course conflict and the procedures outlined above for resolving competing requests, including prioritization principles if the course requestors cannot negotiate a mutually satisfactory resolution, will be initiated for the portion of the course that overlaps with the new term. Thus, if a spring course with 65 people overlaps by three weeks with a 10-week summer course with 25 people, the summer course would be given higher priority (65 x 3 = 195 students affected versus 40 x 240 students affected).