CLASS AND CLASSROOM SCHEDULING POLICY

For Ann Arbor Campus
General Fund Academic & Administrative Units

Office of the Provost &
Executive Vice President for Academic Affairs

Last updated: August 1, 2012
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Overview

Effective class and classroom scheduling is critical to the academic mission of the University. It enables students to take the classes they need in a timely manner and contributes to on-going cost containment efforts through efficient space utilization and good stewardship of our valuable institutional resources.

This policy has been developed jointly by the Office of the Provost and the Office of the Registrar to ensure that both classes and classrooms are scheduled efficiently to support the needs of students, faculty and the institution as a whole. All units are strongly encouraged to refer to this policy when planning classes or events that require the use of classrooms.

Policy Highlights

The information in this document applies to all units that schedule classes on the Ann Arbor campus and to all general purpose classrooms and auditoriums designated as room type 110 in the University space survey. It includes:

- Guiding principles and best practices for scheduling classes and classrooms
- An overview of the scheduling process on the Ann Arbor campus
- Broader sharing of classrooms campus-wide (Monday through Friday, 8 a.m. to 5 p.m.) (also referred to as "shared scheduling")
- Target goals for distributing classes and events more evenly across the day and week and ensuring efficient classroom utilization, as well as guidelines for achieving these target goals
- Considerations for assigning classes to appropriate classrooms and adhering to State of Michigan Bureau of Fire Services requirements
- Requirements for using the central M-Pathways system for recording class and final exam information
- Resources and contacts for help
Guiding Principles

All units are strongly encouraged to keep the following guiding principles in mind when managing, supporting, scheduling or using classrooms on the Ann Arbor campus.

- As with all types of space on the Ann Arbor campus, classroom space is a valuable resource that belongs to the institution. The Provost is the steward of instructional space and is responsible for ensuring that this space supports the academic needs of the University.
- Deans, directors, department chairs and the University Registrar are responsible for ensuring that all classrooms are scheduled efficiently.
- All general purpose classrooms (designated as room type 110 in the University space survey) need to be shared to support the broader teaching and learning needs of the University. Units that manage general purpose classrooms are responsible for supporting the classrooms and those who use them.
- Classrooms and other instructional spaces may be allocated to individual departments, but the assignments are not considered permanent. The space may be reallocated as the needs, priorities, and demands of the school, college, or University change.
- Credit-bearing courses, their exams, and required class events have scheduling priority over all other activities that require the use of classrooms.
- The Office of the Registrar is authorized to schedule classes and final exams in any available general purpose classroom to accommodate the broader academic needs of campus during the week (Mon – Fri) and between the hours of 8 a.m. and 5 p.m. All units are strongly encouraged to accept additional ad hoc scheduling requests outside of the 8 a.m. to 5 p.m. timeframe from the Office of the Registrar when classrooms and auditoriums are available to support broader campus needs.
- All units are strongly encouraged to plan and distribute classes across all days of the week (Mon – Fri) and all hours of the day as much as possible to maximize use of campus classrooms and minimize class conflicts for students.
- Units are responsible for having consistent class scheduling practices while maintaining the ability to accommodate special family-related needs and circumstances of faculty and instructors as needed. Class scheduling practices must adhere to all University policies and procedures that prohibit discrimination.
PART 1: THE SCHEDULING PROCESS

Process Overview: Scheduling Classrooms for Classes and Events

Throughout the year, general purpose classrooms are used for both classes and other key academic events, such as dissertation defenses, faculty candidate job talks or department meetings. Both types of classroom uses are important to the academic mission of each unit and the University, and this policy aims to ensure adequate space for both.

For most departments, class scheduling occurs several months prior to the start of the term. For example, Fall curriculum planning usually begins in the December/January timeframe and Winter curriculum planning begins in the June/July timeframe. Class scheduling requires significant advanced planning and coordination, not only within each department, but also often with other units to ensure that classes are sequenced appropriately to meet interdisciplinary program needs.

The following diagram provides a high-level overview of the process used to schedule classes and events in general purpose classrooms on the Ann Arbor campus. The diagram shows the key scheduling phases and activities performed by both the unit and Registrar’s Office and the general timeframes for each phase. The key scheduling phases are described in greater detail immediately following the chart and include:

**Phase 1: Unit-driven scheduling**  
Units plan their curricula and schedule classes and other key academic events in their pool of assigned classrooms

**Phase 2: Registrar-driven scheduling**  
Units freeze their schedules and the Registrar’s Office places classes needing rooms into available rooms

**Phase 3: Scheduling clean-up**  
Units and the Registrar’s Office continue to make scheduling changes as needed

**Phase 4: Ad hoc event scheduling**  
Units schedule ad hoc events as needed

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**Phase 4: Ad hoc event scheduling**  
Units schedule ad hoc events as needed
Phase 1: Unit-Driven Scheduling

The first phase of the process gives departments the opportunity to schedule their classes and reserve time for other key academic events in the general purpose classrooms they manage first, before the Registrar’s Office backfills any openings that might exist in the classroom schedules with classes from other units.

Curriculum planning and class scheduling

During this first phase, departments plan the classes and number of sections needed and assign instructors, class days and times, and classrooms from the pool of general purpose classrooms they manage, as needed. If a department does not have a classroom available for a class on a specific day/time or requires a special type of classroom configuration that does not exist within the pool of rooms managed by the unit, the department turns to the Registrar’s Office for assistance. Both departments and the Registrar’s Office use the central M-Pathways Student Administration system to manage and record all class scheduling information.

Key academic events scheduling

During this first phase, departments can also schedule or reserve time between 8 a.m. and 5 p.m. on weekdays for other key academic events, such as time to set up a classroom for a class, a recurring department meeting, or a speaker series, all of which often need to be scheduled months in advance to ensure that the classroom is available for use when needed. To ensure that departments have the opportunity to hold blocks of time for these types of events, each school and college is allocated a number of classroom event reservation hours that it can use to reserve some or all of its general purpose classrooms. Specifically, each school or college is allocated 4 hours per week times the number general purpose classrooms in its pool. The reservations must be for consistent, recurrent blocks of time, similar to the patterns used for classes, for example, every Tuesday from 3 p.m. – 5 p.m., or every Monday, Wednesday, and Friday from 12 noon to 1:30 p.m., etc.

Your school or college can choose to distribute the total classroom event reservation hours as needed. For example, it may choose to distribute the hours equally among all general purpose classrooms within the unit or it may choose to allocate the classroom reservation hours based on demand, where certain general purpose classrooms that are in higher demand for key academic events receive more event reservation hours than other classrooms. Please check with the scheduling office within your unit to find out how your unit is allocating these hours to its general purpose classrooms.

Remember that events that require the use of a classroom after 5 p.m. or on the weekends may be scheduled at any time, without restrictions. Also, in Phase 4 of the scheduling process, after units have places classes in their pools of rooms and the Registrar has backfilled as necessary, rooms are again available to the unit for ad hoc event scheduling, without restrictions to the number of hours. See “Ad Hoc Event Scheduling” later in this document for further information.

NOTES: 1. The classroom event reservation formula (4 hours per week x the number of general purpose classrooms) applies at the time of the initial roll-out of this policy, and will be monitored and updated if needed. Schools or colleges that have concerns about this formula should contact the Provost’s Office at space.utilization@umich.edu or 734.647.8788.
2. The Registrar’s Office will provide detailed instructions for entering classroom reservation hours in M-Pathways prior to the Winter 2013 curriculum scheduling period.

IMPORTANT

To ensure that your unit has first priority for scheduling your classrooms for classes and critical events, we strongly encourage your unit to complete as much curriculum planning and scheduling as possible before the Registrar-Driven Scheduling phase, which begins in early February for Fall curriculum planning and in early October for Winter curriculum planning. For exact scheduling freeze dates, refer to [http://ro.umich.edu/curriculum_maintainer_resources.php](http://ro.umich.edu/curriculum_maintainer_resources.php) or contact the Registrar’s Office directly at ro.curriculum@umich.edu or 734.763.2113.

Phase 2: Registrar-Driven Scheduling

After units complete their initial class and key academic event scheduling, the Registrar’s Office takes a one-week period to systematically search for and assign general purpose classrooms to classes that do not yet have room assignments at this point. This is often referred to as the “scheduling freeze” or “freeze period” because units must refrain from making any changes to their schedules during this period to enable the Registrar to place classes. The Registrar’s Office system places classes in classrooms that best match the requirements of each class (e.g., geographic location, seating capacity, technology, or other room characteristics) and that are available on the days and times needed.

Phase 3: Scheduling Clean Up

Once the one-week scheduling freeze period ends, the Registrar’s Office, schools, and colleges can continue to make adjustments to the schedule to clean up remaining issues. Units continue to have authority to place classes in their own pool of classrooms at any time of day or evening. The Registrar’s Office is only authorized to schedule classes in classrooms that have available openings Mon – Fri between the hours of 8 a.m. and 5 p.m.

Phase 4: Ad Hoc Event Scheduling

As the term approaches or is underway, campus needs shift from units seeking classrooms for classes and other recurrent key academic events to units seeking classrooms for ad hoc meetings and events, such as a one-time guest lecture, various student organization meetings, or student study sessions. Events that need a classroom after 5 p.m. or on the weekend can be scheduled at any time throughout the year. However, events that need a classroom weekdays between 8 a.m. and 5 p.m. must wait until curriculum schedules and classroom assignments have been finalized, approximately two months before the start of the term. Earlier reservations are possible only with approval from the Registrar’s Office. This ensures that the Registrar’s Office can continue to schedule classrooms for classes to accommodate curriculum changes, as needed. For exact event scheduling dates, refer to [http://ro.umich.edu/curriculum_maintainer_resources.php](http://ro.umich.edu/curriculum_maintainer_resources.php) or contact the Registrar’s Office directly at ro.curriculum@umich.edu or 734.763.2113.
Remember, each school or college will have had the opportunity at the beginning of the scheduling process to reserve recurrent blocks of time in their classrooms for key academic events. Ad hoc scheduling is for additional events that occur outside of those reserved times.

### Scheduling Timeframes

The following table provides an overview of the key class and classroom scheduling dates as defined by the Registrar’s Office for Fall and Winter term curriculum planning and scheduling. The Registrar’s Office has similar schedules for Spring, Spring/Summer, and Summer curriculum planning. For exact Registrar’s Office scheduling deadlines for upcoming terms or for information about the scheduling process, refer to [http://ro.umich.edu/curriculum_maintainer_resources.php](http://ro.umich.edu/curriculum_maintainer_resources.php) or contact the Registrar’s Office directly at ro.curriculum@umich.edu or 734.763.2113.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Fall Scheduling Timeframes</th>
<th>Winter Scheduling Timeframes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1: Unit-Driven Scheduling</td>
<td>Early Dec – late Jan</td>
<td>Early June – late Sept</td>
</tr>
<tr>
<td>Class and key academic event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>scheduling *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phase 2: Registrar-Driven Scheduling</td>
<td>Early Feb</td>
<td>Early Oct</td>
</tr>
<tr>
<td>(&quot;scheduling freeze&quot; for units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Units are asked to refrain from</td>
<td></td>
<td></td>
</tr>
<tr>
<td>using M-Pathways for class</td>
<td></td>
<td></td>
</tr>
<tr>
<td>scheduling during this one-week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>time period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phase 3: Scheduling Clean-Up</td>
<td>Mid Feb</td>
<td>Mid Oct</td>
</tr>
<tr>
<td>Phase 4: Ad Hoc Event Scheduling *</td>
<td>July</td>
<td>Mid Nov</td>
</tr>
<tr>
<td>For events that require a classroom</td>
<td></td>
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<tr>
<td>during the week (Mon-Fri) and</td>
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<td></td>
</tr>
<tr>
<td>during the hours of 8 a.m. – 5 p.m.</td>
<td></td>
<td></td>
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<tr>
<td>only, and that cannot be</td>
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<tr>
<td>accommodated during the time</td>
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<tr>
<td>reserved for key academic events</td>
<td></td>
<td></td>
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<tr>
<td>by each unit.</td>
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<tr>
<td>Events after 5 p.m. and on</td>
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<td></td>
</tr>
<tr>
<td>weekends may be scheduled anytime.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Exam Scheduling (Registrar’s</td>
<td>After third week of classes</td>
<td>After third week of classes</td>
</tr>
<tr>
<td>Office only)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Units are asked to refrain from scheduling events during final exam week until after the Registrar’s Office has finished placing final exams.
PART 2: SCHEDULING POLICY

Target Goals for Class and Classroom Scheduling

Target goals have been established to ensure that both classes and classrooms are scheduled efficiently to support the needs of students, faculty and the institution as a whole. As we continue as a community to be good stewards of our resources, it is important for units to participate in achieving these goals. Units may be asked to discuss their performance compared to the target goals during annual budget conferences with the Provost.

Scheduling Distribution Goals

The most popular times for scheduling classes have traditionally been Mondays through Thursdays between the hours of 10 a.m. and 3 p.m. Unfortunately, having too many classes offered on these days and times regularly results in scheduling conflicts for our students and in not having enough general purpose classrooms available to meet the high demand during these popular days and times. In response, scheduling distribution goals have been established. Each unit should achieve the target goals for its classes and key academic events.

NOTE: Scheduling distribution target goal calculations include Lecture, Recitation, Discussion, and Seminar class components scheduled in any campus room (all room types) from 8 a.m. to 10 p.m., Monday through Friday, and key academic events scheduled in general purpose classrooms (room type 110 only) from 8 a.m. to 5 p.m., Monday through Friday.

<table>
<thead>
<tr>
<th>Goal</th>
<th>Time of Day</th>
<th>Target Goal for Each School or College</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10 -11 a.m. 11 a.m. – noon 1 – 2 p.m.</td>
<td>Up to 35% of classes and events can be scheduled at these times</td>
</tr>
<tr>
<td>2</td>
<td>Noon – 1 p.m. 2 – 3 p.m. 3 – 4 p.m.</td>
<td>Up to 35% of classes and events can be scheduled at these times</td>
</tr>
<tr>
<td>3</td>
<td>Before 10 a.m. After 4 p.m.</td>
<td>At least 30% of classes and events should be scheduled at these times</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal</th>
<th>Day of Week</th>
<th>Target Goal for Each School or College</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Friday</td>
<td>At least 15% of classes and events should be scheduled on this day</td>
</tr>
</tbody>
</table>

Classroom Size Goals (Seat Utilization)

It is also important that classes be assigned to rooms that have an appropriate number of seats. Specifically, units should strive for a 65% seat utilization, i.e., on average the number of students enrolled in a class divided by the instructional seating capacity of the room that class is in should be greater than or equal to 65%.
**Target Goal Reports**

Reports that compare unit performance against the scheduling distribution goals and classroom size goals for any given term(s) or date range are available through Business Objects (U-M data warehouse) in the Physical Resources universe. Units are strongly encouraged to review these reports when planning class schedules.

For additional information on available reports, visit [http://provost.umich.edu/space/instruct/reporting.html](http://provost.umich.edu/space/instruct/reporting.html). For assistance accessing these reports, contact the ITS Help Desk at 734.764.4357 (4-HELP) or [4Help@umich.edu](mailto:4Help@umich.edu).

**Guidelines to Achieve Target Goals**

All units are strongly encouraged to adopt the following to align with campus norms and overall guiding principles.

**Start Times and Scheduling Patterns**

Having consistent start times, scheduling patterns, and blocks of scheduled and open times not only makes it more efficient for students to plan their schedules (allowing for more back-to-back classes), but also makes it easier for the Registrar’s Office to locate available classrooms and place classes each term:

**Start Times**

- All classes should start on either the hour or half-hour.
- Unique start and end times (e.g., 10:15 a.m. or 1:45 p.m.) should be avoided since they often result in unnecessary gaps in student schedules and classroom schedules. Units that must teach at odd start times for pedagogical reasons must first seek Provost approval before scheduling these classes. Once approval is given, these classes must be scheduled back-to-back in the same room, whenever possible.
- There is no specific requirement for classes to start at a certain time to accommodate student travel between campuses.
- The majority of units on campus follow what is referred to as “Michigan time”, where class instruction starts 10 minutes after the official, listed start time for the class. For example, if the official listed start and end time for a class is 9:00-10:00 a.m., instruction starts at 9:10 a.m. and ends at 10:00 a.m. While the majority of campus follows this practice, not all units choose to do so. As a result, there may be situations where one class is leaving a classroom while another class is ready to start instruction. If your unit has classes placed in classrooms managed by another unit, we strongly encourage you to contact the Registrar’s Office to find out if the unit follows “Michigan time” or not and to share this information with your faculty members and instructors to set expectations ahead of time.

**Back-to-Back Scheduling**

Units are strongly encouraged to schedule classrooms with back-to-back classes or events to eliminate unusual gaps in the room schedule that can’t be used for another class or event. As a matter of practice, open times in a classroom calendar should be at least an hour in duration.
**Scheduling Patterns**

- Units are encouraged to implement consistent scheduling patterns for class day and time offerings to ensure classrooms are booked in a consistent matter. The most common patterns are MWF for 1-hour long classes and TTh for 1.5-hour long classes.

- Classes with unique scheduling patterns (e.g., MT or TF) make it more challenging to schedule a classroom on other days of the week at the same time and make it challenging for students to fit other classes around this type of unusual pattern. If a unique scheduling pattern is needed, the unit should make an effort to place classes with other unusual patterns in the same classroom at the same time on other days of the week. For example, if a class requires a MT 3 p.m. pattern, the unit should try to place a WTh or WF 3 p.m. class in the same room. This leaves greater blocks of time when the classroom can be used by others.

- Classes that meet once per week should be scheduled on Fridays or during off-peak hours (i.e., before 10 a.m. or after 4 p.m.), where possible. This leaves greater blocks of time when the classroom can be used consistently by other classes that require a classroom multiple days per week.

- If a once-a-week class must be scheduled during the Mon-Thurs time frame, the unit should make an effort to place another once-a-week class in the same classroom at the same time, but on a corresponding meeting pattern day. For example, if a 3-hour long class is scheduled 2 p.m. to 5 p.m. on a Tuesday, the unit should schedule another 3-hour long class in the same room at the same time on Thursday to balance the use of the room to match the common TTh class scheduling pattern.

**Appropriate Classroom Assignments**

All units should assign classes to classrooms that best meet the instructional needs of the class to ensure that faculty and students have the best teaching and learning experience possible in facilities that are available campus-wide. This can mean using a classroom in another building or a classroom managed by another unit if there are better options for layout, IT/AV equipment, furniture or other amenities that best meet the instructional needs of the course. For information on scheduling a class in a classroom managed by another unit, contact the Registrar’s Office at ro.curriculum@umich.edu or 734.763.2113.

**Family-Friendly Scheduling**

It is important to recognize that teaching early or late in the day may be preferred by some faculty but could also create non-work-related challenges for others. Departments are strongly encouraged to consider the particular pressures that individual faculty may face outside of the work setting when planning curriculum schedules and try to accommodate these needs when possible, while also seeking to meet the overall class scheduling distribution goals mentioned previously in this document.

To identify faculty who favor the opportunity to teach early in the morning or later in the day:

- Encourage faculty who prefer earlier/later teaching times to identify themselves.

- Consider faculty whose arrangements with caregivers (e.g., availability of before or after school-day care, availability of adult care arrangements) make early or late afternoon hours especially appealing.
• Encourage faculty to take into consideration the number of class sessions taught within a week and the time the class is offered (e.g., it may be more desirable to teach an early morning class if the class meets fewer times per week).

Other Scheduling Best Practices

• Students do register in classes that are either required or popular, regardless of when they are offered during the day or week. Consider scheduling these types of classes during non-peak times, for example before 10 a.m., after 4 p.m., or on Fridays.

• Since many classrooms are underutilized on Fridays, consider scheduling discussion sections, seminars or other classes that meet only once a week on this day.

• When preparing class schedules, review each classroom assignment and class scheduling pattern to ensure that they meet the target goals described in this document. Many departments plan class schedules for an upcoming term using the schedule from the previous term as a starting point. For example, using the Fall 2011 schedule to plan the Fall 2012 schedule, and then making adjustments as needed. The Registrar’s Office refers to this practice as “prior term copy”. While this practice can make the process of planning class schedules faster and easier, using historic classroom assignments and day/time scheduling patterns may not support the campus target goals for scheduling patterns and classroom utilization.

• When classes are cancelled due to zero or low enrollment or other reasons, always cancel the classes in M-Pathways to free up the classroom for others to use.

• Classroom enrollment and room capacities should be based on the actual enrollment trends over the past few years to ensure a realistic estimate of room needs and proper seat and room assignment.

• During the Spring/Summer term, consolidate classes into a single floor or section of a building, where possible. By consolidating classes to specific building locations, you enable facility managers to adjust building fan schedules, lighting, and other building needs to only the areas that require these services. This enables your unit and the institution to reduce energy consumption and save money.

Other Important Scheduling Guidelines

Class, Final Exam and Other Classroom Information in M-Pathways

All units are required to maintain up-to-date classroom scheduling, final exam scheduling, and room characteristics information in the central M-Pathways system. For information on using M-Pathways to schedule classrooms or to maintain room characteristics information, contact the ITS Help Desk at 734.764.4357 (4-HELP) or 4Help@umich.edu.

Class and classroom scheduling information

M-Pathways is the authoritative source for all curriculum (class) information, so all official class information must be managed and maintained in M-Pathways for registration and institutional reporting purposes. Having all classroom scheduling information (classes and events) in the M-Pathways system is critical to enabling the Registrar’s Office and other units to search for and identify classrooms that are
available and meet specific needs. It also provides a central source for consistent reporting for scheduling 
distribution, seat utilization and other ad hoc reporting needs.

Units may use M-Pathways as their primary classroom scheduling tool (for classes and events) or they 
may export and upload scheduling information regularly from an existing proprietary system. Regardless 
of which scheduling system your unit chooses to use for day-to-day scheduling of classrooms, all official 
class information must be maintained directly M-Pathways at all times.

For information on using M-Pathways for day-to-day event scheduling, refer to the Provost’s Office 

**Final exam scheduling information**

All units are required to record their final exam schedules in the M-Pathways Student Administration 
system and to enter this information in the system by specific dates as determined by the Registrar’s 
Office each term. This ensures that the Registrar’s Office is aware of all final exam dates and room 
assignments prior to systematically placing final exams for those units seeking classrooms for their final 
exams and eliminates any scheduling conflicts. The Registrar’s Office begins final exam classroom 
assignment after the third week of the term. Users are asked to refrain from scheduling events on final 
exam days until exams are in place. The standard final exam timeframes may exceed the 8 a.m. – 5 p.m. 
shared scheduling timeframes, particularly since 4 p.m. – 6 p.m. is a common final exam time.

For details on final exam scheduling, visit http://ro.umich.edu/curriculum_maintainer_resources.php or 
contact the Registrar’s Office directly at ro.curriculum@umich.edu or 734.763.2113.

**Room characteristics information**

As with classroom scheduling information, it is critical to maintain information on classroom IT/AV 
equipment, furniture, instructional and total seating capacities, and other characteristics in M-Pathways 
and to ensure that this information is always up-to-date. The information is used by the Registrar’s Office 
and others when searching for classrooms with specific criteria.

For information on using M-Pathways to schedule classrooms or to maintain room characteristics 
information, contact the ITS Help Desk at 734.764.4357 (4-HELP) or 4Help@umich.edu.

**Building Hours During Final Exam Periods**

During final exam periods, the Registrar’s Office often needs to schedule final exams in classrooms from the 
4 p.m. – 6 p.m. timeframe and may occasionally receive department requests to schedule exams after 5 p.m. 
In these situations, exams are scheduled in classrooms beyond normal building hours. Units are strongly 
encouraged to check M-Pathways prior to the start of the final exam period to determine if any classrooms 
have been scheduled after normal business hours and to ensure that appropriate building support is available 
for the exams.

*NOTE: The Registrar’s Office only schedules exams in classrooms after 6 p.m. after receiving consent from 
the unit that manages the classroom ahead of time.*

**Class Placement and State of Michigan Bureau of Fire Services Regulations**

To ensure the safety and security of students and faculty, all classes must be assigned to classrooms that 
meet State of Michigan Bureau of Fire Services regulations. It is against the law to hold classes, seminars,
workshops, or training sessions that are used toward the requirements for rewarding a degree or for credit toward a degree in any facility that does not meet State of Michigan Bureau of Fire Services code for instruction. This includes both U-M facilities and off-campus leased facilities. For more information, contact the Provost’s Office at space.utilization@umich.edu or 734.647.8788.

Support of All Classroom Users

Units are strongly encouraged to support all users of the classrooms within their buildings to ensure that the teaching and learning experience goes as smoothly as possible for everyone. Typically, the level of support needed is greatest during the first week or two of classes as users become acclimated to the classroom and equipment. Support needs decrease significantly after that.

Charging Fees for Classroom Use

Units should not charge fees to other U-M departments for use of classroom space for classes, curricular events, or internal administrative meetings during normal building hours. Units may charge other U-M departments for use of classrooms for events such as conferences or other fee-based events or events that require the use of classrooms outside of normal building hours.

Food and Drink in Classrooms

Some units have very strict rules prohibiting food and drink in classrooms to protect the equipment, furniture, or environment. If your faculty members and instructors are assigned to classrooms managed by another unit, please take the time to find out what rules, if any, are in place for the use of the classrooms and ensure that your faculty are aware of the rules and share the information with students at the start of each term. Departments that do not adhere to the rules on food and drink may be prevented from using the classrooms in the future.
## Resources and Contacts

<table>
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<tr>
<th>Contact:</th>
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| **Office of the Registrar**  
Email: ro.curriculum@umich.edu  
Web: ro.umich.edu/curriculum_maintainer_resources.php  
Phone: 734.763.2113 | • Campus curriculum planning dates and timeframes  
• Scheduling classes in classrooms managed by other units  
• Final exam scheduling |
| **Office of the Provost**  
Email: space.utilization@umich.edu  
Web: provost.umich.edu/space  
Phone: 734.763.5942 | • Shared scheduling policy 8 a.m. – 5 p.m.  
• Scheduling distribution target goals and report  
• Classroom seat utilization target goal and report  
• State of Michigan Bureau of Fire Services facilities |
| **Information & Technology Services (ITS)**  
Email: 4Help@umich.edu  
Phone: 734.764.4357 (4-HELP) | • Access to M-Pathways Student Administration for class or event scheduling  
• Access to Business Objects (U-M data warehouse) for reports on scheduling distribution and seat utilization target goals  
• Updating classroom characteristics in M-Pathways  
• Technical support for all M-Pathways pages and Business Objects |