

1. General Guidelines:

- A. All requests for the following must be sent to schedule@aua.am:
 - Regularly scheduled classes,
 - Make-up classes,
 - Exams,
 - Problem-solving sessions,
 - Office Hours for faculty
 - CSS and Student Clubs' meetings
 - Student Councils' meetings
 - ECC classes
 - Extension classes and exams
 - Academic-related faculty and staff meetings.

All requests must be sent from an aua.am or edu.aua.am email address. Only requests sent to schedule@aua.am will be processed, requests sent to personal email accounts cannot be accommodated.

- B. All other Academic/Extracurricular requests as well as requests for non-academic-related meetings MUST be sent to events@aua.am with a CC to the respective Dean/Department Head and Provost (if the event is open to public and/or has an external participation). Please see point 3 below.
- C. All scheduling requests must be sent at least three working days prior to the event. In urgent cases, requests can be sent up to one day before the event; it should be noted in the subject line that the request is urgent. While we will try our best to assist in urgent situations, it is not guaranteed that all such requests can be accommodated. Please do your best to plan ahead.
- D. Room reservations are processed during normal university working hours.
- E. Classes and other academic activities (problem solving sessions, exams, etc.) have first priority for all reservations.
- F. The university reserves the right to change requests based on university need and appropriateness of the room request.
- G. Before submitting a request, the requestor should check to be sure the rooms they need are available at booking.aua.am.

2. Requests for Regularly Scheduled Classes/Exam (as well as other as described in 1A above):

- A. The following information must be included in all requests:

Course (meeting) title,	
Section (if applicable)	
Date(s) of class/exam/event	

Start and end time of the class/exam/event	
The particular days of the week, in case of long-term scheduling	
Venue(s) (Building (MB/PAB), Room Number)	
Contact person/Phone #	

- B. Colleges/Schools/Programs/Centers may note room preferences when submitting requests, however, final room assignments will be made in the Registrar’s Office taking into consideration the needs of the entire university community.
- C. Priority is given on a first-come first-served basis. See also 1.E and 1.F above.
- D. Once your request has been processed, you will receive an email confirmation.
- E. Make certain that a request has been sent to support services (Facilities, ICTS, etc.) for computer equipment, chairs, projector, etc. This will not be done by the Room Scheduler.

3. Other Academic/Extracurricular Events Requests and Non-Academic Meetings

All other Academic/Extracurricular requests, as well as requests for non-academic-related meetings MUST be sent to events@aua.am with a CC to the respective Dean/Department Head and Provost (if the event is open to public and/or has an external participation). The request should be submitted using the following form:

ACADEMIC/EXTRACURRICULAR EVENTS RESERVATION FORM	
Date(s):	-
Time:	-
Venue(s) (Building (MB/PAB), Room Number):	-
Topic and type of event:	-
Event description and objective:	-
Expected # of participants	-
Contact person/department & phone #:	-
Co-organizer:	-
Open to Public (Yes/No)	-

- All scheduling requests must be sent at least three working days prior to the event.
- If the event or meeting you had made a room reservation for is cancelled, please email events@aua.am and cancel the reservation.
- When organizing a conference, meeting, seminar or a formal gathering with multiple non-AUA speakers and with more than 100 participants, a meeting needs to be arranged with AUA Services department to discuss all the requirements. After getting confirmations for the requirements, the event organizer can then announce the event.

- A tentative reservation will be made in the Schedule. Once the event has been approved and logistics are confirmed, the event will be officially confirmed in the booking system and a notification will be sent by the Director of Facilities or designee.

4. Additional Room Scheduling Procedures for Student Clubs and Student Councils

The Undergraduate and Graduate Student Councils as well as undergraduate student clubs and organizations registered as established groups at the Center for Student Success may reserve rooms for meetings and activities by following the procedure below.

Prior to submitting a request for room scheduling (Section 2. above), undergraduate student clubs must submit their event planning memo to the Center for Student Success (studentsuccess@aua.am). Please see the Undergraduate Student Clubs Event Planning and Budget Procedure for more information.

In addition to the procedures noted in Section 2. above:

- A. Only primary contacts of respective Clubs or Councils are authorized to make room scheduling requests.
- B. All requests from student clubs or Student Councils' must be copied to the Club/Council advisor as well as:
 - a. Student clubs must CC studentsuccess@aua.am
 - b. Student Councils must CC provost@aua.am

See also:

Events Management policy, <http://policies.aua.am/policy/49>

Final Exam Policy, <http://policies.aua.am/policy/54>