<u>Lab Reservation Procedures for the Belk College of Business</u>

Friday building lab reservations are viewable via the University's 25Live calendar. To help schedule your class or event, please first review availability via the 25Live calendar: https://25live.collegenet.com/uncc/. Belk College faculty and staff may reserve Friday 280 and Friday 339 using the following procedures:

Academic classes:

All requests for lab space for academic classes, including ad-hoc reservations, must be scheduled in Banner or through the central university calendar system. Faculty should communicate their need for lab space with their department chairs. Department chairs then add the relevant information to the shared sheet for lab scheduling (if request is made prior to schedule building and room assignment for that semester) or submit the request via email to the Academic Planning and Initiatives Specialist (Courtney.Singleton@uncc.edu). The Academic Planning and Initiatives Specialist serves as the liaison between the Belk College and the Office of the Registrar. Once approved internally, the Academic Planning and Initiatives Specialist submits the request to the Office of the Registrar for input into Banner (for semester-long requests) or inputs the reservation into the official 25Live system (for ad-hoc requests). Faculty should allow **at least two business days** for turn around on last minute requests.

All other events:

Scheduling roles have been granted to Courtney Singleton and Lee Perkins to schedule **events** (non-academic classes) in both Friday 280 and Friday 339 lab spaces. This means that any request sent to the University Conference, Reservations and Event Services (CRES) will be rerouted back to the Belk College. Therefore, requests can be directly sent to either Courtney or Lee for lab space. Academic courses typically have priority access to labs with some exceptions, so events for a particular semester will not be scheduled until after departmental schedule building has closed. An approximate time for each semester is included below. Please note, this changes yearly based on the Office of the Registrar's academic course schedule building calendar and is subject to change. Requests sent prior to the close of priority course scheduling will be logged for approval after the date that event reservation requests are accepted, and will be scheduled on a first-come-first-served basis.

Lab Request Timeline[1]

<u>Summer 2019</u>
Departmental Schedule Building close: Friday, November 30, 2018
Event reservation requests will be accepted beginning: Monday, December 3, 2018

<u>Fall 2019</u>
Departmental Schedule Building close: Wednesday, February 20, 2019
Event reservation requests will be accepted beginning: Monday, February 25, 2019

<u>Spring 2020[2]</u>
Departmental Schedule Building close: Friday, September 20, 2019
Event reservation requests will be accepted beginning: Monday, September 23, 2019

<u>Summer 2020[2]</u>
Departmental Schedule Building close: Friday, November 29,2019
Event reservation requests will be accepted beginning: Monday, December 2, 2019

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[1] Future dates for each semester will be shared after the Office of the Registrar sends the official schedule of classes timeline.
[2] Dates for these semesters are tentative and subject to change.