

HOW DO I SCHEDULE A MEETING IN A CLASSROOM/CONFERENCE ROOM?

For scheduling the Art Dept conference room: Sign up on the calendar on the door of the conference room. I do not keep track of that schedule. It is a 'first come - first served'. Please do not call to ask me to 'pencil you in' on the calendar. It is the faculty member's responsibility to make sure your committee/group etc. is properly scheduled if you plan to use the conference room. Per the chair's directive, the conference room is not for meeting students to advise them - you each have offices for that purpose. The conference room is for department committees, the DPC, and other department meetings as necessary. Do not put room reservations on this calendar for any other room. It will not be honored. See below for how to reserve a classroom in Wey or the Turchin Center.

For scheduling a classroom in Wey Hall - please email me a request to schedule a room including which room, what day and what time. I have a schedule for which classes are scheduled in which rooms. Please do not assume there is nothing scheduled for the classroom because there isn't a class in there. If you don't request a reservation and someone else does for the same time - the person that requested the reservation through the Art Office will have priority to use of the room.

For scheduling 1102 or 3200 in the Turchin Center: Per the Dean's office - if you want to schedule the lecture room (1102) or the Community Ed. room (3200) at the TCVA, you must request the reservation through the Dean's office (Regina - presnellrt@appstate.edu). If you want to use either of these rooms outside of the M-F regular class time, you have to schedule/reserve the room ahead of time with Regina. Several groups on campus use those rooms and Regina has been instructed to maintain the schedule to ensure impartiality. If you have questions about this, please contact Regina or Dr. Treadaway.