2019-20 Annual Scheduling
For activities occurring Aug 26, 2019 - Aug 23, 2020

Required MD/MSPA courses and clerkships:

Priority Deadlines
Friday, June 14, 2019

All other courses and activities:
Monday, June 24, 2019

Dear colleagues,
We are now accepting classroom reservation requests for the 2019-20 academic year. The process to submit your requests is essentially the same as last year with a few enhancements to the online request forms. Review the sections below for tips and updates that apply to the type of requests you’ll be submitting.

We have taken measures to minimize delays for the coming scheduling season. Please help us stay on track by following these guidelines:

- Once the priority deadline has passed, please do not contact medscheduler to make changes to your request. After you receive your confirmation, you may submit a change request form.
- Avoid the temptation to contact medscheduler by email or phone asking when you can expect a confirmation. Each one of those phone calls slows down the process. We are creating a dashboard on our Annual Scheduling Resources website where you can check the status of the scheduling progress by priority grouping.
- If you have any questions about the scheduling process, please don’t hesitate to contact us before the deadline!

Kind regards,
email: medscheduler@stanford.edu
phone: (650) 723-6952
url: http://medscheduler.stanford.edu

Medscheduler
Check out the annual scheduling resources page!

Required MD/MSPA/PhD Courses and Clerkships & Immersive Learning Center (ILC) Activities

- Required MD/MSPA/PhD courses and ILC requests will be submitted on the same form. Each requester will receive one Smartsheet form to complete for all of their activities that fall into these categories.
- If your ILC activity also requires non-ILC classrooms, you should include those classroom requests on the ILC request form.
- For requests with resources, it’s crucial to list the resources you are requesting so we work to assign rooms that can accommodate those resources.
- For ILC activities that are relatively unchanged, requesters can ask for the data from their 2018-19 activities by emailing medscheduler@stanford.edu.

Training on the process and form will be provided upon request. Contact medscheduler.

IMPORTANT FOR REQUIRED COURSES ONLY: Requests must be submitted by Friday, June 14, 2019 to receive priority!

All Other Academic Courses (PhD courses, elective courses, etc.)

- Departmental course administrators will use this form to request classrooms for courses that appear in the Stanford Bulletin and have a course number.
- Requests adhering to the University Time Schedule will receive scheduling priority.
- Plan to attend the SoM Classroom Scheduling Workshop on April 22 (invite forthcoming).
- Make efforts to avoid duplicate requests from cross-listed departments.
- In keeping with University Time Schedule, setup and takedown time is limited to 5 min max.
- Work with faculty to review confirmations and respond with change requests within one week of receiving your confirmations. Delayed response can greatly limit change options.

These requests are submitted via the usual "Classroom Reservations" form at http://medscheduler.stanford.edu. Requests received prior to the priority deadline will be scheduled after courses in order of priority.

Requests received after the priority deadline will be scheduled on a first-come, first-served basis after all of the pre-deadline requests have been scheduled.

Do not contact medscheduler by email or phone to check status. Watch for a dashboard on our Annual Scheduling Resources website to show status of the scheduling progress by priority grouping.

All Other Activities (meetings, grand rounds, staff trainings, etc.)

- These requests are submitted via the usual "Classroom Reservations" form at http://medscheduler.stanford.edu. Requests received prior to the priority deadline will be scheduled after courses in order of priority.
- Requests received after the priority deadline will be scheduled on a first-come, first-served basis after all of the pre-deadline requests have been scheduled.
- Do not contact medscheduler by email or phone to check status. Watch for a dashboard on our Annual Scheduling Resources website to show status of the scheduling progress by priority grouping.

Questions? Contact Medscheduler — BEFORE THE PRIORITY DEADLINES — medscheduler@stanford.edu