Dear colleagues,

As listed above, classroom scheduling for the AY23 will be processed in two cycles, while ILC scheduling will be processed in one cycle for the entire year.

The Annual Scheduling Resources website has been updated with links to University holidays, updated meeting patterns for AY23, and other useful resources. Review the sections of this flier for specifics that apply to the type of request(s) you’ll be submitting.

As always, please send any questions to Medscheduler before the priority deadlines. Once the deadlines have passed, we will be busy scheduling and may not be able to respond to emails until scheduling has been completed. Any changes to your request should be made prior to the priority deadlines; after deadline changes can be requested using the Change Request form once you have received your confirmation(s). If you need to cancel your request before it is confirmed, you may notify Medscheduler at any time and we will withdraw your request.

Kind regards,

Medscheduler Team
medscheduler@stanford.edu
(650) 723-6952
http://medscheduler.stanford.edu

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

- Required MD/MSPA/PhD courses and ILC requests will be submitted together on one form. Each requester will receive one Smartsheet form to complete for all of their activities that fall into these categories.
- Forms for requesting Required MD/MSPA/PhD courses and ILC activities can be requested from the Annual Scheduling Resources website.
- If your ILC activity also requires same-day non-ILC classrooms, you should include those classroom requests on the ILC request form.
- For requests with resources, list the resources you are requesting so we can attempt to assign rooms that can accommodate those resources.
- For ILC activities that are relatively unchanged, requesters may email Medscheduler to request a copy of prior year confirmations for referencing rooms and resources needed when completing the request form.
- Training on the process and form will be provided upon request. Contact Medscheduler.

IMPORTANT: Departmental course administrators should work with faculty to review confirmations and submit change requests as needed within one week of receiving confirmations from Medscheduler. Delayed response can greatly limit change options.

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

- See Classroom Priority Deadlines listed above.
- Departmental course administrators will enter their information into the University Registrar’s CLSS system that administrators are already using. No Smartsheet form is needed.
- Requests adhering to the University Time Schedule will receive scheduling priority over requests that do not.
- In keeping with University Time Schedule, set-up and take-down time is limited to 5 min max. Exceptions will be considered case-by-case.

IMPORTANT: Make sure to select one or more SoM Room Attributes in CLSS and do not select any non-SoM Room Attributes. This is critical if you want an SoM Classroom assigned to your course.
- Departmental course administrators should ensure faculty review reservations in 25Live and submit change requests as needed within one week of receiving notice from Med registrar that classrooms have been assigned. Delayed response can greatly limit change options.
- Learn more at the SoM Course Scheduling Workshops: May 10, 10-11:30am (Zoom link).

All Other Activities

- Requests for classrooms are submitted via the usual "Classroom & Outdoor Reservations" link on the Medscheduler website. Be sure to choose the form for AY23.
- Requests received prior to the priority deadline (see above) will be scheduled 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.

Questions? Contact Medscheduler BEFORE THE PRIORITY DEADLINES.