

# 2023-24 Annual Scheduling Scheduling Cycles

## Classrooms

**COMPLETED**



**Cycle 1**  
Autumn & Winter Quarters  
August 28, 2023 - March 31, 2024

**Cycle 2**  
Spring & Summer Quarters  
April 1 - August 25, 2024

Use the [Classroom Request Form](#) on the [Medscheduler Website](#)

Priority Deadline: Friday, November 10, 2023

## Immersive Learning Center (ILC)

**COMPLETED**

Autumn - Summer Quarters  
August 28, 2023 - August 25, 2024

Use [ILC Request Form](#) on the [Medscheduler Website](#)

Dear colleagues,

As listed above, *classroom scheduling* for the AY24 is processed in *two cycles*, while *ILC scheduling* was processed in *one cycle* for the entire year during Summer of 2023.

The [Annual Scheduling Resources website](#) has been updated with links to University holidays, updated meeting patterns for AY24, 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 deadline. Once the deadline has 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 deadline; 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 email Medscheduler at any time and we will withdraw your request from our queue.**

Kind regards,

*Medscheduler Team*

[medscheduler@stanford.edu](mailto:medscheduler@stanford.edu)  
(650) 723-6952

<http://medscheduler.stanford.edu>



## Required MD/MSPA/PhD Courses and Clerkships Classroom Requests

Required MD/MSPA/PhD classrooms will be submitted together on one form. Each requester will receive one Smartsheet form to complete for all of their required MD/MSPA/PhD classroom activities.

Email Medscheduler to receive access to your required MD/MSPA/PhD AY24 Smartsheet.



Requesters may email Medscheduler to request a copy of their AY23 Smartsheet to reference.



### IMPORTANT:

Once confirmations have been sent, course administrators have one week to submit change requests before we begin scheduling the next priority level of requests.

Change requests submitted after the one week period may be subject to fewer available options.

Be sure to include resources needed for your request, so we can best assign rooms that accommodate your event needs.

Training on the process and form will be provided upon request. Email [Medscheduler](#).

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



Cycle 1 **COMPLETED**  
Priority Deadline: Friday, Jun 30, 2023

Cycle 2 ★  
Priority Deadline: Friday, Nov 10, 2023



Departmental course administrators will enter their information into the University Registrar's Coursedog system.



Requests adhering to the University Time Schedule will receive scheduling priority over requests that do not. Please review the [standard meeting patterns](#).



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 Preferred Room Features in Coursedog** and do not select any room features that are not on this list. This is critical if you want an SoM Classroom assigned to your course.

Once departmental course administrators have been notified that reservations are available to review in 25Live, they have one week to submit change requests before we begin scheduling the next priority level of requests. Change requests submitted after the one week period may be subject to fewer available options.

★ Learn more at the SoM Course Scheduling Workshops: [Past recording and slides](#)

## All Other Activities

- Requests for classrooms for activities that do not have a course number are submitted via the usual "Classroom & Outdoor Space Reservations" link on the [Medscheduler website](#). Be sure to choose the form for AY24.
- Requests received by 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 and confirmed.

Questions? Contact [Medscheduler](#)  
~ BEFORE THE PRIORITY DEADLINES ~