2023-24 Annual Scheduling **Scheduling Cycles**

Classrooms



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

Use the <u>Classroom Request Form</u> on the Medscheduler Website



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

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 <u>Annual Scheduling Resources website</u> 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

Kind regards,

Medscheduler Team 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 <u>Medscheduler</u> to request a copy of their AY23 Smartsheet to reference.

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

Be sure to include resources

request. Email <u>Medscheduler</u>.

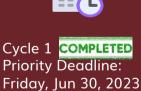


Once confirmations have been

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.

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



Cycle 2 Priority Deadline: Friday, Nov 10, 2023



enter their information into the University Registrar's Coursedog system.



the University Time

Schedule will receive

scheduling priority over requests that do not. Please review the standard meeting patterns.



University Time Schedule, set-up and take-down time is limited to 5 min max. Exceptions will be considered case-bycase.

Make sure to select one or more SoM Preferred Room Features in Coursedog and do not

IMPORTANT:

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**
- 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, firstserved basis after all of the pre-deadline requests have been scheduled and confirmed.

• Requests for classrooms for activities that do not have a course number are submitted via

~ BEFORE THE PRIORITY DEADLINES ~