# 2024-25 Annual Scheduling
## Scheduling Cycles

## Classrooms

**Cycle 1**
**Autumn & Winter Quarters**
**August 26, 2024 - March 30, 2025**

Required MD/MSPA/PhD and Clerkships
**Priority Deadline:**
**Friday, June 28, 2024**

All Other Academic Courses and Activities
**Priority Deadline:**
**Friday, July 12, 2024**

**Cycle 2**
**Spring & Summer Quarters**
**March 31 - August 24, 2025**

**Priority Deadline:**
**Friday, October 18, 2024**

## Immersive Learning Center (ILC)

**Autumn - Summer Quarters**
**August 26, 2024 - August 24, 2025**

**Priority Deadline:**
**Friday, June 28, 2024**

Dear colleagues,

As listed above, *classroom scheduling* for the AY25 is processed in *two cycles*, while *ILC scheduling* is processed in *one cycle* for the entire year.

The Annual Scheduling Resources website has been updated with links to University holidays, meeting patterns, and other useful resources.

Review the section(s) 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 priority 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 withdraw your request before it has been scheduled, email Medscheduler at any time and we will withdraw your request from our queue.**
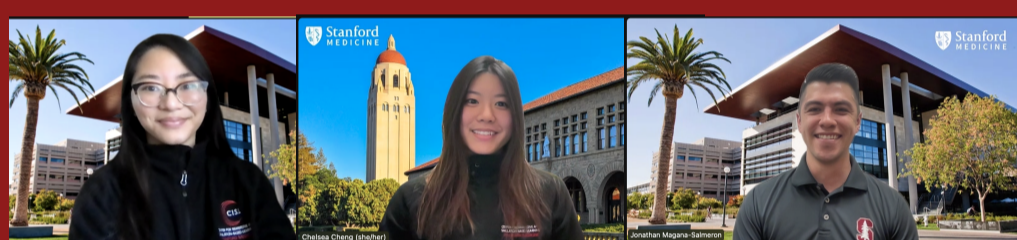
Kind regards,

*Medscheduler*
*Team*

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



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

Required MD/MSPA/PhD classrooms will be submitted together on one form by June 28. Each requester will receive one Smartsheet form to complete for all of their required MD/MSPA/PhD classroom activities.

Click here to request a required MD/MSPA/PhD & ILC AY25 Smartsheet.

Requesters may email Medscheduler to request a copy of their AY24 Smartsheet to reference.

Cycle 1 Priority Deadline: Friday, June 28

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.
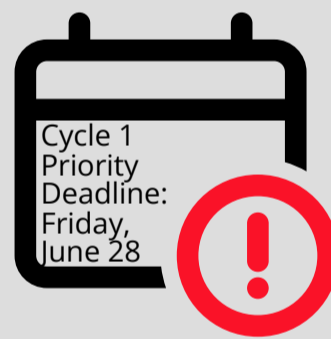
**IMPORTANT:**

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.

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

Cycle 1
Priority Deadline:
Friday, July 12, 2024

Cycle 2
Priority Deadline:
Friday, Oct 18, 2024

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 after scheduling courses that adhere to the time schedule.

**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.

⭐ Attend the SoM Course Scheduling Workshop on 5/29/24 to learn about the updated workflows in Coursedog specific to SoM classrooms: Zoom Link

## 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 AY25.
- 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 ~*