

# INSTRUCTIONS

## Scheduling Request Form Online and Distance Education Course - On-campus Meetings

To reserve on-campus facilities for mandatory (Hybrid courses) and optional (Online courses) on-campus meetings (including unit, midterm and final exams), this form must be completed and sent to the Scheduling Center Registration Coordinator, ([register@mtsu.edu](mailto:register@mtsu.edu)). Room assignments are confirmed with the departments.

### Instructions:

1. Complete, print, and submit this form to your department Registration Coordinator.
2. Room requests received prior to the scheduling deadline may be made for mandatory and optional meetings.
3. **After student registration has begun, only optional meetings may be scheduled, unless a new course is added to the schedule, in which case meetings have to be added in order for the course to be active.**
4. To request meeting space after registration has begun, the Scheduling Request Approval Form (the last page of this document) must be signed by your department chair and dean and submitted, with the Scheduling Request Form, to the Scheduling Center Registration Coordinator.
5. The approvals are kept on file.

### Please note:

- Submission of the Scheduling Request Form should occur as departments are building their semester schedules.
- Posted University holidays must be taken into account when scheduling exams and meetings.
- Departments are responsible for reserving meeting space (by the deadline) for courses which are not staffed when submitting the schedule.
- The Registration Coordinator must also be notified of meeting space reserved in the [University Labs](#) by completing the Scheduling Request Form. Notes are made in PipelineMT so students have the information during registration.
- Mandatory meetings create time conflicts preventing students from registering for other classes.
- Optional meetings do not create time conflicts and are listed as memo notes in PipelineMT. In order to view the notes, students must click on the CRN. It is recommended that professors email their classes regarding scheduling of optional meetings.

### Proctored Exams

If proctored exams are permitted, exam dates are listed in the Pipeline course text note and will not create a time conflict during registration. The Registration Coordinator notes exam dates/times/locations in Pipeline. Students must click on CRN to view the notes. **Any professor teaching an online or hybrid course who requires a proctored exam must schedule and administer it.** Use the Scheduling Request Form (below), and refer to the [Distance Education Test Center policy](#) for additional information.

### Course Definitions

Online – Optional meetings only may be scheduled. Mid-term and final exams on campus may be scheduled as long as proctored exams are permitted at approved, off-campus testing locations.

Hybrid – No more than fifteen (15) hours of required face-to-face or on-campus meetings may be scheduled, including orientations, unit exams, midterm, and final exams.

Synchronous Online – Class meets online at specified days and times during the semester and may require proctored exams. These meetings will create time conflicts for students taking other courses that require meetings.

## Scheduling Request Form

### MTSU Online Course On-campus Meetings

*University College*

<b>Requested By:</b>	<b>Date of Request:</b>
<b>Email Address:</b>	<b>Phone Number:</b>
<b>Requested For (Instructor's Name):</b>	<b>Academic Term:</b>
<b>Course ID (prefix, number, section):</b>	<b>CRN:</b>
<b>Distance Learning Course Type:</b> ___ Online ___ Hybrid ___ Synchronous Online	

#### Meeting 1

Meeting Type: \_\_\_ Mandatory Meeting \_\_\_ Optional Meeting \_\_\_ Unit Exam \_\_\_ Midterm \_\_\_ Final \_\_\_ Other

Date of Meeting:

Beginning Time:

End Time:

Building Preference:

Room and/or Floor Requested:

*Alternate Date/Beginning Time/End Time/Building Preference:*

Is Non-academic Space Scheduled (i.e. BAS 137E/F)? \_\_\_ YES \_\_\_ NO    If yes, building/room number: \_\_\_\_\_

\*Are Proctored Exams Permitted? \_\_\_ YES \_\_\_ NO

#### Meeting 2

Meeting Type: \_\_\_ Mandatory Meeting \_\_\_ Optional Meeting \_\_\_ Unit Exam \_\_\_ Midterm \_\_\_ Final \_\_\_ Other

Date of Meeting:

Beginning Time:

End Time:

Building Preference:

Room and/or Floor Requested:

*Alternate Date/Beginning Time/End Time/Building Preference:*

Is Non-academic Space Scheduled (i.e. BAS 137E/F)? \_\_\_ YES \_\_\_ NO    If yes, building/room number: \_\_\_\_\_

\*Are Proctored Exams Permitted? \_\_\_ YES \_\_\_ NO

#### Meeting 3

Meeting Type: \_\_\_ Mandatory Meeting \_\_\_ Optional Meeting \_\_\_ Unit Exam \_\_\_ Midterm \_\_\_ Final \_\_\_ Other

Date of Meeting:

Beginning Time:

End Time:

Building Preference:

Room and/or Floor Requested:

*Alternate Date/Beginning Time/End Time/Building Preference:*

Is Non-academic Space Scheduled (i.e. BAS 137E/F)? \_\_\_ YES \_\_\_ NO    If yes, building/room number: \_\_\_\_\_

\*Are Proctored Exams Permitted? \_\_\_ YES \_\_\_ NO

**\*NOTE:** If proctored exams are permitted, exam dates are listed in Pipeline course notes and will not create time conflicts during registration. The Registration Coordinator notes exam dates/times/locations in Pipeline, and students must click on CRN to view the notes.

# Scheduling Request Approval Form

## For MTSU Online, On-campus, Optional Meetings

*After registration begins, complete and submit this form to your department chair and dean for approval to add optional meetings for courses on the schedule. Send the form to Caitlin Clough ([Caitlin.clough@mtsu.edu](mailto:Caitlin.clough@mtsu.edu)), Registration Coordinator, after obtaining approval.*

**Department Chair or College Dean** \_\_\_\_\_