

## Guidelines for Education Building Room Scheduling

Room reservations can be made by contacting Misty Cayton at [caytonm@uncw.edu](mailto:caytonm@uncw.edu) or 962-3192.

1. Classes have priority for scheduling rooms in the Education Building. (Classes are scheduled by department chairs in collaboration with the Associate Dean. Requests for EDN classes outside of the EB are made by Dianne Evans to the appropriate department and requests from outside departments for rooms in the EB are sent to Dianne Evans. *Faculty who want to request a room change must send it to their department chairs. The chairs will then work with Dianne Evans to secure another location – pending availability.*)  
NOTE: Classrooms cannot be scheduled for other events during the exam periods.
2. Reservations for events and meetings in classrooms can be done after the course scheduling process is complete. The open reservation date will be announced each term. The first two weeks of reservation time will be limited to WCE events.  
NOTE: Participants using the rooms must agree to abide by the “no food or drink in classrooms and computer labs” policy. In addition, they must restore the room to its original arrangement when their event is concluded.
3. Conference Rooms will be scheduled by designees in each area:
  - Room 158 (First Floor Conference Room) – Ashley Grindstaff/Candace Blanke
  - Room 280 (Second Floor Conference Room) – Laurie Howell/Phyllis Pierce
  - Room 385 (Third Floor Conference Room) – Linda Register/Kerri Fowler
  - Room 330 (Dean’s Area Conference Room) – Colleen Opalka / Misty Cayton
4. The following spaces are not open for reservations except for special classes/events:
  - Room 130 – the Ed Lab – Contact Brian Brinkley
  - Room 127 – the Curriculum Materials Center – Contact Kathryn Batten
5. The Technology Lab (EB 335) can be scheduled for one-time events, such as demonstrations of software for courses, portfolio defenses, etc. A reservation for this space must be made in advance by contacting Misty Cayton.
6. The Distance Learning classroom (EB 266) may also be scheduled for one-time events. To reserve this space, contact Dan Noonan at [noonand@uncw.edu](mailto:noonand@uncw.edu) or 962-3928.
7. All classrooms and seminar rooms must be scheduled through Misty Cayton for meetings, team sessions, special events, etc. in order to ensure that all UNCW systems contain information necessary to locate individuals in case of emergency and so that UNCW Police are able to access schedules.
8. Faculty teaching online courses who want to have in-person meetings with their students during the semester must schedule the desired classrooms for the designated dates.
9. Individuals scheduling meetings, student work sessions, etc. are responsible for notifying the participants of the no food or drink policy for classrooms.
10. Keys for WCE part-time instructors are distributed by departmental administrative associates. Non-EDN faculty must request keys from Misty Cayton in EB 326.