MEMORANDUM

To: College/School/Department

From: Allen Meier
Classroom Assignments

Date: January 5, 2012

Re: Schedule of Classes Information Package – Fall 2012

The following rooms have been assigned for 1st-priority scheduling to the College/School/Department for Fall 2012.

Classrooms as assigned to the College/School/Department

Schedule as many courses as possible into the assigned 1st-priority rooms within the prescribed seating capacities. Classroom Assignments assumes responsibility for scheduling the balance of course sections of your schedule into the general access facilities, as space permits. Control of the assigned 1st-priority rooms will revert to Classroom Assignments after Friday, March 2, 2012. Special requests regarding a room assignment should be noted via memo or e-mail (gen-classroom@uwm.edu) to Classroom Assignments.

A copy of the Provost’s Class Scheduling Guidelines for the Fall 2012 Semester may be viewed at http://www.desscheduleprep.uwm.edu/ (Time Scheduling Guidelines) for your information. You may direct any specific questions in regard to this policy to Classroom Assignments (gen-classroom@uwm.edu).

The Fall 2012 lecture hall assignments may be viewed at http://www.desscheduleprep.uwm.edu/ (Lecture Halls) and are sorted by Unit/Department/Course/Lecture. The Fall 2011 lecture hall assignments listed are available as noted for Fall 2012. Confirm your renewal of these lecture hall assignments or request new ones by contacting Classroom Assignments (gen-classroom@uwm.edu).

The Fall 2012 Room Inventory may be viewed at http://www.desscheduleprep.uwm.edu/ (Room Inventory) for your reference. Keep this document on hand for information about the general access classrooms and lecture halls in regard to seating capacities and permanent media equipment.

Direct any questions you may have about this document to Classroom Assignments (gen-classroom@uwm.edu).