MEMORANDUM

To:    College/School/Department

From: Allen Meier
       Classroom Assignments

Date: June 3, 2011

Re:    Schedule of Classes Information Package – Spring 2012

The following rooms have been assigned for 1st-priority scheduling to the College/School/Department for Spring 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, October 14, 2011. Special requests regarding a room assignment should be noted via memo or e-mail to Classroom Assignments.

A copy of the Provost’s Class Scheduling Guidelines for the Spring 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.

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

The Spring 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.

Requests for the computerized media facilities should be made with the Computerized Multimedia Room Request Form viewable at http://www.desscheduleprep.uwm.edu/ (Multimedia Classroom Request Form).

Direct any questions you may have about this document to Allen Meier in Classroom Assignments (229-5997 acm@uwm.edu).