Nursing Building Computer Classroom Priority Reservation Policy

The College of Nursing has first priority for scheduling the 6th floor computer classroom. The following criteria will be used in reserving the space.

1. The computer classroom will only be scheduled for class times that require access to computers. The room will not be used for classes that do not require computer access. Priority will be given for computer based examinations in scheduling the room.
2. Only if a class requires computer access for each class time will the time be blocked for the entire semester; otherwise the specific class dates when computer access is needed will be booked.
3. For all reservations, class size will be taken into consideration.
4. The College of Nursing will schedule its class times no later than first work day in October for Spring semester and no later than first work day in February for Summer and Fall semester.
5. Once these deadlines have passed, the other health professions colleges will be given priority on a first come first serve basis for a two-week period of time.
6. The schedule will then be open for other UK academic classes on a first come first serve basis for a two-week period of time.
7. Finally, the schedule will be opened for scheduling for non-recurring events by UK HealthCare and other non-academic units.

When seeking to use this facility for sessions involving undergraduates who will likely be traveling from the academic core of campus, consideration must be given to the time required for walking the distance, crossing city streets, and riding elevators.

Revision: 4-20-2012