

## Science Center Building Operations

# Scheduling Priority

Science Center Building Operations follows the scheduling guideline outlined below:

- **1) Courses**
  - FAS and DCE weekly courses are our top scheduling priority. Courses must follow the **official meeting time pattern** to reserve space in the Science Center. All classrooms are available to be reserved for courses until the course classroom schedule is finalized by the FAS and DCE Registrar's Offices around two weeks into each term (fall, spring, summer). Courses that meet at a non-compliant time must be held within department classrooms.
- **2) Course sections**
  - FAS and DCE sections must follow the **official meeting time pattern** to reserve space in the Science Center. Section room assignments are tentatively reserved until the course classroom schedule is finalized by the Registrar's Office around two weeks into each term. Until the classroom schedule is finalized each term sections could get bumped. A room other than the one requested will be reserved, if available.
- **3) Course Events**
  - FAS and DCE events are confirmed after the course and section schedule is finalized. Requests are processed by date of event not by the date the request was submitted.
- **4) Office Hours**
  - Office Hours for instructors are tentative until the classroom schedule is finalized for courses and sections each term.
- **5) Non-course Events** (requests confirmed after the course and section room schedule is finalized each term). Priority:
  - Commencement, Reunion, and other annual events for the University
  - Science Center department events
  - Non-Science Center FAS Administrative events
  - SEAS Graduate and FAS Undergraduate Student Organization events
  - Harvard non-FAS events
  - Non-Harvard events