25Live Pro

Scheduling Rules - S25 vs NonS25

There are two main types of rooms in the 25Live system. There are S25 rooms and NonS25 rooms. The following information will describe the need for each designation and the protocols associated with scheduling in each type of space.

S25

S25 is the basic designation for schedulable academic spaces. The Departmental Schedulers code all the offered courses in the Banner system for each term. Then during the Room Run, the system will look to place courses as per that coding. The courses needing a room will be optimally placed into an S25 location. S25 spaces are open to all scheduling, but the placement of courses always has priority.

It is the protocol for Fall and Spring terms that meetings or events are not to be placed in an academic space until after the first week of class has concluded. This rule exists because from the time the Room Run happens through the first week of classes, scheduling shifts are happening. If there is even a fraction of an event or meeting that is placed in an academic space during the scheduling of the term, the entire class for the semester will not be able to push into that room. That is why this rule is so important and why it is strictly upheld for S25 spaces.

It is also requested that no meeting or event be scheduled in Finals week until the fifth week of classes as the Final Exam Room Run occurs during the third week of classes and adjustments are made through the fourth week of classes.

Summer opens to all scheduling (still following the S25 and NonS25 designations) on February 1 each year

NonS25

NonS25 is the designation used for spaces in 25Live that are specific to Departments. The biggest difference between a NonS25 and an S25 room is that during the Room Run, the system cannot place a course from Banner into a NonS25 room unless specifically signed to do so by the Departmental Scheduler in the Banner system.

The reason for a room to be classified as NonS25 in the 25Live system can vary, but the NonS25 designation alone alerts all schedulers that special permissions need to be obtained from the Department associated with that space before any scheduling occurs.

Please note that if the NonS25 location is going to be used for courses, the recommendation of waiting until the first week of classes to conclude before allowing events and meetings to be scheduled in that room still applies.

7KHUH DUH GLIIHUHQW NLQGV RI 1RQ6 URRPV DV ZHOO &OXHV most cases so schedulers can easily and quickly see the room designation. If encountering a NonS25 without a