

Deadlines for Academic Enterprise room scheduling

Pilot Year AY 2026-2027

Due to the Office of the Registrar & Testing Services

Deadlines for reserving space needed for conducting academic enterprise and extracurricular events

These dates are all in advance of the academic year you are planning for.

Academic Space: Full Academic Year reservation planning: Summer, Fall, Spring/May Intercession terms

Exam Planning: Any instance you need Testing Services; * Wasson Remote testing services see other instructions; ** request by week only.	Exam Schedule posted as assigned in Outlook	Full and part-term Classroom reservations for courses	Conflicts will be resolved and posted for review in Outlook	Complete Academic Schedule published date
January 15-Feb 1, 2026	February 20, 2026	February 21 - March 15, 2026	April 15, 2026	May 5, 2026

Collaboration Space: Full Academic Year reservation planning: Summer, Fall, Spring/May Intercession terms

Reservation timeframe for faculty/staff/department meetings; events; orientations; curricular support; pre-planned events	Conflicts will be resolved and posted for review in Outlook
May 10- June 10, 2026	July 10, 2026

Student Event Space: Full Academic Year reservation planning: Summer, Fall, Spring/May Intercession terms

Reservation timeframe for student requests for known annual events, extra-curricular activities in CampusGroups.	Conflicts will be resolved and posted for review in Outlook
July 6 – August 10	August 25

Information to include in each request for reservation of space is provided on Outlook Templates available on the Intranet.