

COURSE-RELATED EVENTS AND OTHER EVENTS IN ACADEMIC SPACE

Latest Revision: June 5, 2009

All non-course-related events must be scheduled through the Event Coordination Department. The Scheduling Center will schedule the following events only:

- Course-related events: where specific course number and/or CRN are provided (may include guest speakers, study/review sessions, film showings, etc.)
- Distance Learning orientations, meetings and exams
- Faculty, college and departmental staff meetings
- Departmental research
- Graduate thesis and dissertation proposals/defense
- Graduate oral and comprehensive exams
- Program specific testing which originates with and is administered by the department

Any event request that does not fall into one of these categories will be returned to the department with the recommendation to contact Event Coordination. The Application for Use of Facilities Form is not required for course-related events.

In order to submit an event request, visit the Records & Scheduling website and complete the space request form (located at <http://frank.mtsu.edu/~records/space.htm>).

Requests must be submitted online and will be received by the Scheduling Center staff member assigned to your college. **Within 48 hours, your event will be processed or you will be notified of the status of your request.**

If you have questions about scheduling course-related events, please contact, Stan McCloud, Scheduling Specialist at smccloud@mtsu.edu or 615-898-5815.