



MEMORANDUM

TO: Faculty and Staff Inter Fraternity Council
Associate Students Panhellenic Council
Inter Club Council United Front

FROM: Campus Scheduling

RE: Advanced Scheduling for 2008-2009 Academic Year

Now through April 25, 2008 the Office of Campus Scheduling is accepting room reservation requests for the '08-'09 academic year. Requests should include official University-sponsored major events as well as regular club, organization, department or committee meetings to be held within the UC, Salomon Lecture Hall, and/or classrooms. Requests for the KIPJ, Manchester Conference Center, Degheri Alumni Center, Jenny Craig Pavilion, and Mother Rosalie Hill Hall must be booked directly with the respective building scheduler. Please remember that ongoing department, organization and committee meetings must be scheduled yearly.

All requests are given equal priority during this time. In order to ensure fair and smooth scheduling for everyone, we ask that you please:

- Be flexible
- Cancel with plenty of notice
- Include all pertinent information
- Consult the online calendar for dates to remember
- Only book rooms for events you are sure about
- Discuss major events with other groups when possible

Confirmations will be sent out Friday, May 9 via email or intracampus mail. If you have not received a confirmation by then, please contact the Office of Campus Scheduling (619)260-4592 or email scheduling@sandiego.edu.

Please note that we will accept requests for academic classrooms for the Fall semester only. Confirmations for classrooms will be sent out separately by August 29, 2008. Spring classroom requests will be accepted starting November 1, 2008.

Please review the following attachments. They are geared to help guide you through the scheduling process. For any questions, please feel free to contact Campus Scheduling. Printed requests are the preferred method but you may also e-mail requests to: scheduling@sandiego.edu. Please be sure to include all pertinent information. Failure to include all information will result in a delay in receiving your confirmation. Requests are confirmed only when you receive a confirmation notice via email or intra-campus mail.