



## **SCHEDULING POLICY & PRIORITIZATION**

### **RESERVING SPACE AT DOMENICI CENTER FOR HEALTH SCIENCES EDUCATION**

Domenici Center for Health Sciences Education is the central facility for housing classes, meetings, seminars and conferences on the North Campus of the University of New Mexico. Reservations are open to Faculty, Staff and Students of the Health Sciences and must be approved by the Domenici Center Manager or HS Vice President for Student Academic Affairs.

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### **PRIORITIZATION OF SCHEDULING FOR USERS OF DOMENICI CENTER**

1. All HS degree-granting programs (Biochemistry, Biomedical Sciences, CON, COP, CPH, Health Professions Programs, MSA, OT, PA, PT, and SOM) will have priority to reserve classroom space each semester.
  - CON will have first priority to reserve rooms 2740 and 3710
  - COP will have first priority to reserve rooms 2720 and 3720
  - SOM will have first priority to reserve rooms 3740 and 3760
2. Other HS classes
3. HS and UNMH meetings, seminars, conferences, etc.
4. Main Campus events

### **SCHEDULER GUIDELINES**

Semester / Term	Collect Schedule	Schedule Finalized in UNM Event Management System
Spring	October 1	November 1
Summer	February 1	March 1
Fall	May 15	June 15

1. Collect curricular schedules for all HS degree-granting programs.
2. Finalize scheduling in the UNM's Event Management System (UNM EMS) (<http://ems.unm.edu>).
3. Open the schedule to all of HS and other users to maximize the use of available space.

### **PURPOSE OF A CENTRALIZED SCHEDULING MODEL**

- Only events requiring use of Domenici Center space to accomplish learning goals will be scheduled in the facility.
- Other than the priorities listed above, events can and will be placed at the discretion of the Domenici Center Manager.
- As programs are revised/developed, priorities will be re-examined.
- Policies, procedures, and guidelines will be revised to reflect approved changes.
- If scheduling deadlines are not met, all other requests will be scheduled prior to scheduling a late request.