



# 25Live Pro

## Scheduling Rules-S25 vs NonS25

There are two main types of rooms in the 25Live system. There are S25 rooms, and there are 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 per that coding. The courses coded as 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<sup>st</sup> 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 assigned 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.

There are different kinds of NonS25 rooms as well. Clues have been built into the "Location Formal Name" in most cases so schedulers can easily and quickly see the room designation. If encountering a NonS25 without a clue built in, always contact the Department associated with that space to see how to proceed.

## **NonS25-Dedicated**

Rooms with the clue built in that say NonS25-Dedicated are just that; spaces that are dedicated to that specific Department. Most dedicated spaces can only be seen in 25Live by the Department that is associated with the space. Other dedicated spaces can be seen by all schedulers but cannot be reserved by anyone outside the Department. NonS25-Dedicated spaces are solely populated by the Department and at the Department's discretion.

## **NonS25-Restricted**

A NonS25-Restricted room allows for reservations to be placed by campus schedulers regardless of Department; however, the entered reservation won't be placed until the reservation is "Assigned" to the room by the Departmental Approver. When reviewing the reservation in the Occurrences tab, the requestor will see "is awaiting approval" next to the room name until the request is approved or denied. If approved, the wording "is awaiting approval" disappears and the room remains. If denied, the room and the wording will disappear completely, and the Departmental Scheduler should be reaching out to identify the reason the reservation cannot be placed as requested. Again, all NonS25 usage is at the Department's discretion.

## **Departmentally Associated NonS25 Spaces per Building**

Here is a breakdown of the Departmental spaces per building. These are generalizations, so some spaces within a building may be different than the generalization. If you have a question about a NonS25 space this will serve as a good starting point.

Arts Annex (ARTS)-PVA  
Butler Hancock (BTLR)-NHS  
Candelaria (CAND)-HSS  
Crab (CRAB)-PVA  
Fraiser (FRAS)-PVA  
Gray (GRAY)-PVA  
Guggenheim (GUGG)-PVA

Gunter (GUNT)-NHS  
Kepner (KEPN)-MCB  
McKee (MCKE)-CEBS  
Michener (MICH)-LIB  
Ross (ROSS)-NHS  
Skinner Library (SKNR)-LIB

## **Departmental Schedulers**

Here are the main Departmental Schedulers and their perspective scheduling areas. Please note this information is subject to change.

EBS- Susan Allen 351-3559, Alyssa Miles (BOM) 351-1464, Kelly Trinch (MCKE Building Coordinator) 351-3529  
HSS-Deb Lewis 351-2706  
LIB-Natasha Floersch 351-1529  
MCB-Abby Froom 351-4446, Sami Milliman 351-2088, Deidra Schaeffer (BOM) 351-2275  
NHS-Janice Riegel (BOM) 351-2740 or [nhsourcescheduling@unco.edu](mailto:nhsourcescheduling@unco.edu)  
PVA-Devon Rosson 351-2248, Allison Lubas (BOM) 351-3817, Helen Villarreal 2894 (Arts, Crab, Gugg), Derek Watson (Lab Coordinator) 351-2680  
UC & CC Spaces-contact 351-2558, email [event.services@unco.edu](mailto:event.services@unco.edu), or preferred is to fill out the Qualtrics survey: <https://www.unco.edu/events/>  
25Live Functional Administrator, Carri Bloomer 351-1820