USFSP Registrar’s Office
Room Assignment Protocols

As our enrollment increases, so does the demand for academic space (classrooms, labs, studios, etc.). We can no longer schedule classes as we have in the past. Therefore, we will place classes in spaces using the following protocol.

1. Classes that are active in the schedule at the deadline, will have first priority for space assignments.
2. All space assignments will be prioritized based on the ‘capacity fit’. The class capacity will be compared to the room capacity and the class with the highest percentage of utilization will be assigned.
3. Space Assignments will be made by considering the day of week and time of day initially requested. Time of Day will be broken down into:
   a. Morning (8am – 12pm)
   b. Afternoon (12pm – 6pm)
   c. Evening (6pm – 10pm)
4. General Guidelines for when classes will meet are:
   a. Evening Priorities:
      i. Graduate Level Courses are expected to be taught in the evening and any section that wants to meet prior to 5pm will require a justification and dean’s approval.
      ii. Undergraduate Courses supporting major requirements
      iii. Undergraduate Courses supporting major electives/minors/concentrations
      iv. Core General Education Classes will have one (1) evening class per course. All other General Education Classes will meet in the mornings or afternoons.
   b. When no space is available at the requested time and day, the following logic will be used to select a space.
      i. Same day, similar time (another time within the requested block)
      ii. Different day, similar time
      iii. Same day, different time block
      iv. Different day, different time block
   c. When all else fails, the class capacity will be adjusted down by up to 10% to find space and then the other steps will be followed.