



College of Nursing

ROOM SCHEDULING TIPS & RESOURCES Tucson & Gilbert Campuses

TUCSON

Teaching and need a room? All room requests should be sent to CON-OSAA@email.arizona.edu. This is the ticketing email and requests will be assigned to the Academic Affairs Coordinator.

Laura Massey-Miller, Academic Affairs Coordinator: On behalf of faculty, Laura books all in-person meeting patterns for lectures, exams, etc. This includes rooms in CON, Drachman Hall, and HSIB. Laura will reach out to faculty that are teaching **IN PERSON** Classes to confirm rooms and if they have a request to change rooms. Laura does this when room scheduling opens for the upcoming terms.

Need to book a room yourself? (additional talks, exams, special events, etc.) Book rooms directly through:

- AHSC Resource Scheduling for the CON [here](#) and
- Drachman Hall rooms [here](#).
- HSIB: send email request to CON-OSAA@arizona.edu

Tucson SILC – Simulation Innovations and Mentoring Services - SIMS 2nd Floor

- Contact Yvette Mathesen, SILC Coordinator, mathesen@arizona.edu
 - **ALL** Simulation/Skills, ASTEC Lab, and Standardized Patients Simulations/Skills with ICAPS.
 - **DO NOT SCHEDULE DIRECTLY WITH ASTEC OR ICAPS**

NOTE: Schedules are not done on a first come first served basis but are determined 3 times a year based on priority needs, an e-mail will notify you of the deadline to submit your request. After the requests are all processed, any later requests are filled based on availability.

- Simulation Innovations & Mentoring Services (simulation-based education activities, skills, competency testing, simulations, mixed reality) <https://www.nursing.arizona.edu/simulated-learning>

TUCSON CONTACTS

- *Tucson* - Laura Massey Miller, Academic Affairs Coordinator CON-OSAA@email.arizona.edu
- *SILC Tucson* - Yvette Mathesen, SILC Faculty & Schedule Coordinator mathesen@arizona.edu



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GILBERT (BSN-IH and MEPN Faculty) Gilbert Classrooms: 407 and 408. DRC Semi Private Rooms: 450-453. DRC Private Rooms: 455, 456, 458, and 461.

Reserving Academic Classrooms: Teaching and need a room? (All Non-SIMS related Scheduling)

Room requests are added to the Scheduling Spreadsheets for each term. **Gilbert Rooms** are booked based on the information on the spreadsheet and added in AD ASTRA. **DRC Rooms** are subject to change based on the Student Accommodations. Please include accommodation type in your request (limited distraction, semi-private, private room, etc.)

[BSN-IH Summer 2024 Scheduling Spreadsheet](#)

[MEPN Summer 2024 Scheduling Spreadsheet](#)

Room Scheduling Deadlines:

Summer 2024 – **March 1, 2024**

Fall 2024 – **July 1, 2024**

Spring 2025 – **October 1, 2024**

If you need to make a change after these deadlines, please email CON-OSAA@arizona.edu with the **Subject: Room Reservation Change NXXX** (Course Number). Include these details in your email request for a change. Emails are routed to Laura.

Include the following in your email request for a change to an academic classroom:

- Your Full Name
- Program Name
- Course #
- Date for reservation
- Start and End Time
- Number of Attendees
- Purpose (e.g. Lecture, Exam, ATI, Skills Lab, etc.)
- Request for IT Tech support (zoom, assist w/equip, etc.)
- Request for Wall Partition to be Open (407/408)

Reserving Space for non-academic use (e.g. Huddle Rooms, Conference Rooms, use of 407 & 408 for events) (All Non-Academic/ Non-SIMS related Scheduling) These rooms include: 407, 408, 459, 464, 402, 321.

Go to <https://roomscheduling.uahs.arizona.edu>. Login: **GUB** Password: **Faculty**

Click on **Request Event**. This will bring up an **Event Request Form**. From the drop-down arrow choose **Classroom**. Complete the form including the meeting information and hit **submit**. This form is then routed for approval, and you will be sent a copy of your request once approved.



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All BSN IH and MEPN faculty have access to view the shared Gilbert AD ASTRA Calendar.

Go to <https://roomscheduling.uahs.arizona.edu>

Login: **GUB** Password: **Faculty**

Check Available Space: This is the Calendar Feature of AD ASTRA. You can filter by All GUB Space, GUB Academic Scheduling (4th Floor), or GUB Clinical and Professional Skills (3rd Floor).

Gilbert SILC - Simulation based activities 3rd Floor

- Contact your *Sim Nurse Faculty*. They will coordinate your simulation needs.
- Don't know who your *Sims Nurse Faculty* is? Email Dianna Liberty, Administrative Assistant, SILC dliberty@arizona.edu
- Simulation Innovations & Mentoring Services (simulation-based education activities, skills, competency testing, simulations, mixed reality) <https://www.nursing.arizona.edu/simulated-learning>

Gilbert Auditorium – Pre-reservation ONLY

- Go to <https://roomscheduling.uahs.arizona.edu>. Login: **GUB** Password: **Faculty**
- Click on **Request Event**. This will bring up an **Event Request Form**. From the drop-down arrow, choose **Auditorium**. All reservations requests must be submitted **5 business days in advance**. Complete the form including detailed needs, such as date, time, number of people, I.T. support needs, table and chairs set up or bleacher seat set up and hit Submit. This form is then routed to **Kim Plinski** for approval.
- Confirmation of the auditorium reservation will be sent via email.
- UA has a limited number of reservations per year. Additional usage and or re-arrangement of default chair setting will assess an additional charge and **must be pre-approved**.

GILBERT CONTACTS

- *Gilbert Academic Classroom Scheduling* - Laura Massey Miller, Academic Affairs Coordinator CON-OSAA@email.arizona.edu
- *Gilbert Non-Academic Scheduling* – Laura Massey Miller, Academic Affairs Coordinator CON-OSAA@email.arizona.edu or Karren Fultz, Faculty & Data Project Manager CON-NHE-GIL-Scheduling@arizona.edu
- *SILC Gilbert* - Dianna Liberty, Administrative Assistant, SILC dliberty@arizona.edu
- *Gilbert Auditorium & Wall Partition* – Kim Plinski, Coordinator, Maricopa County Operations Distance Education kimplinski@arizona.edu