

Classroom Scheduling FAQ

Who to contact when there is a double-booked general assignment classroom?

Classroom Scheduling makes every effort to avoid this circumstance. However, in the unlikely event this occurs, please call AHEC Classroom Scheduling at 303-556-2116 or leave a message after hours for follow-up the next day. It would be helpful to have course number information to assist in this process. If an event has been scheduled, please present your electronic room reservation confirmation for rights to the classroom.

Who do I contact for technology problems in a general assignment classroom?

Auraria Media Center 303-556-2426

May I use any classroom that appears free?

A classroom may appear to be unused and available for use. However, it might be reserved for specific days or times that overlap with your needs creating a classroom conflict. In order to ensure you will have the kind of classroom facility you need, when you need it, and not conflict with someone else, please utilize only the general assignment classrooms you've been assigned. Please call and we'll help verify the classroom is open for your use or we'll try to find you a suitable alternative.

What if an instructor runs over their scheduled time?

Classroom Scheduling will process course and event scheduling with 10 minute intervals between sessions. This short intermission of time is intended to be shared between the instructors occupying the same classroom space for students' questions or audio-visual setups while allowing students to arrive to the next class in a timely fashion.

What building has WiFi?

All buildings have WiFi