

HSC Room Scheduling Procedures

1. Programs that commonly use shared lab or classroom spaces will meet and collaborate each semester to plan the use of these rooms prior to submitting course schedules (i.e. 3rd floor labs, 5th floor labs, etc). Representatives of new programs will be expected to engage in this collaboration upon initiation of the program.
2. Following these collaborative meetings, course schedules will be created consistent with the following groups and timeframes:
 - **Group 1:** Programs that are housed full-time in the HSC and meet at least once a week. Western will enter reservations for partial semester classes after all weekly classes have been reserved. If the start date begins on a weekend, the start date automatically moves to the following Monday.
 - Spring semester: April 15 – June 1
 - Western will enter reservations for rooms 2014, 2015, 2016, 2017 beginning April 1
 - UWL will enter reservations beginning April 15 and Western will enter remaining classes
 - Mid-term and final exam dates entered by September 30 of semester
 - Summer semester: September 15 - 25
 - Fall semester: November 1 – December 1
 - Western will enter reservations for rooms 2014, 2015, 2016, 2017 beginning October 15
 - UWL will enter reservations beginning November 1 and Western will enter remaining classes
 - Mid-term and final exam dates entered by February 15 of semester
 - J-term: prerogative of each program
 - **Group 2:** Programs that are not housed full-time in the HSC, but are a health-related program of Emplify, UW-L or Western (meet regularly for the semester, such as CLS, Health Academy, etc.).
 - Spring semester: June 10 - 24
 - Summer semester: Begin September 30
 - Fall semester: December 10-31
 - J-term: prerogative of each program
 - **Group 3:** Partial semester, sporadic, or single use requests for programs in the HSC and programs outside of the HSC (employee training, special events, extracurricular student clubs, non-health related classes, etc.)
 - Spring semester: July 1
 - Summer semester: October 15
 - Fall semester: January 15
 - J-term: prerogative of each program
3. Room reservations will be entered via the HSC scheduling software. It is expected that rooms will be selected based on need. (For example, a class for 20 students would not reserve 2006, but rather a smaller classroom.) Excess rooms should not be reserved as a placeholder for later determination of need. Only rooms for current needs should be scheduled. It is important for rooms to be cancelled from the system if they are not going to be used. All partners pay their respective portion of the HSC operating budget based on usage of rooms.
4. Conference rooms should not be scheduled for regular classes, routine exams or for students to use for studying. Conference rooms are for professional use only and are not included in the partner division of the HSC operating budget.

5. Once the deadline for each group is reached, the HSC information coordinator will confirm the reservation and send a confirmation via e-mail. In addition, the HSC information coordinator will e-mail a summary of the reserved classrooms for each program to be reviewed in an effort to curtail any incorrect or missed reservations. In this e-mail, a short deadline will be given to correct any errors.
6. These priorities will be applied when determining room assignments within HSC based programs:
 - a. Number of students - lecture room space
 - b. Negotiated collaborative scheduling of labs between two or more accredited programs housed in the HSC
 - c. Instructor / student accommodation (related to ADA)
 - d. Pedagogical considerations (not in prioritized order)
 - Numbers of students in lab
 - Labs taught independently from lecture
 - Lab / lecture combined
 - Room arrangement
 - Room resources / equipment
 - e. Western has been designated rooms 2014, 2015, 2016, 2017 for initial reservations for spring, summer and fall.
 - f. Health Science Academy has been designated room 0096. After their reservations are complete, the room is available to groups as outlined in #2 above.
7. It is the responsibility of each respective program to review all confirmed requests prior to the deadline (per #4 above). If a program (1) inadvertently forgets to reserve a class, (2) it is past the deadline date for the program's group, and (3) the preferred room is already scheduled, the program has the following options:
 - a. Adjust their schedule to find a classroom that is available
 - b. Search for a classroom outside of the HSC
 - c. Ask the program that has confirmation of the room if they can move to another location that has been identified to meet their needs. It is the responsibility of the person requesting the change to coordinate all of the changes with the respective parties.
8. In the event that parties are unable to come to a consensus utilizing the above procedures, the Program Directors/Heads whose programs are impacted, will be responsible for negotiating a fair resolution by using the "Conflict Resolution Procedure for the Academic Team."
9. If a class schedule needs to be modified (ie: mid-term exam, special event, etc.) it will be the responsibility of the instructor to find an alternative location. Classes that are ongoing for the semester will take precedence over reserving a room for a one-time meeting. An instructor may ask the affected parties for room changes and if both parties are in mutual agreement that this short-term modification is feasible, the HSC scheduler will be notified to adjust the room reservation.
10. The scheduling procedures will be available via the LMHSC website http://www.lacrosseconsortium.org/content/health_science_center, and provided in the HSC new employee orientation booklet. The HSC information coordinator will send a reminder e-mail to those that request to be on the distribution list. In addition, it is expected that program assistants, department heads, etc. will orient new staff to the necessary procedures.
11. This policy will be revisited periodically by the program assistants to ensure this policy accurately reflects the needs of the HSC and its occupants.

Lab/Classroom Priority and Contacts

Group Priority:

First group: Departments housed in the HSC – full time classes

- Western has agreed to wait on their **3-week pre-clinical** classes until after UWL first day of scheduling.

Second group: Health Science Academy (HSA)

Third group: HSC department random/single use classes and outside groups

“First Dibs” Rooms

Western

- 2014
- 2015
- 2016
- 2017
- 4024 OTA (share with UWL OT and RMRT)

RMRT

- 0096 (share with HSA)
- 2002
- 2012
- 2030
- 2067

Health Professions

- 2006
- 2019
- 2065
- 2066
- 4024 (share with Western OTA and RMRT)

Health Science Academy (HSA)

- 0096

“Work Together” Rooms to fill in gaps

- 2010
- 2064

Lower Level

Animal Lab

- No access given until lab manager has approved
 - Brad Aden
 - Cord Brundage
- Emplify
 - Alec Fitzsimmons

3rd Floor (PT/PTA)

3002, 3010, 3014, 3051 – Patrick Grabowski and Shari Berry

3026 – Patrick Grabowski

3045 – Patrick Grabowski

3048 – Megan Lister
3061 – Tom Kernozek

4th Floor (OT/OTA/RMRT)

4002, 4008, 4014, 4020

- OT/OTA first
- RMRT next – Janet Craig

4022 - Laura Schaffer and Stephanie Anderson

4024 (classroom) – OT/OTA/RMRT - Laura Schaffer, Stephanie Anderson and Janet Craig

5th Floor

Interdisciplinary Skills Lab - 5092

- Emplify
- Chet Doering - CHDoerin@emplifyhealth.org

7/25/25

HSC Start/End Class Time

UWL graduate programs

Standard Classes (Monday - Friday)

7:45 - 8:40

8:50 - 9:45

9:55 - 10:50

11:00 - 11:55

12:05pm - 1:00pm

1:05pm - 2:05pm

2:15pm - 3:10pm

3:20pm - 4:15pm

4:25pm - 5:20pm

Health Science Academy

7:30 – 10:30 am Monday – Friday

Recreation Management/Recreation Therapy (undergraduate)

Standard Classes (M, W, F) (55 minutes)

7:45 - 8:40

8:50 - 9:45

9:55 - 10:50

11:00 - 11:55

12:05pm - 1:00pm

1:05pm - 2:05pm

2:15pm - 3:10pm

3:20pm - 4:15pm

4:25pm - 5:20pm

Classes (T, TH) (85 minutes)

7:45 - 9:10

9:25 - 10:50

11:00 - 12:25

12:40 - 2:05pm

2:15pm - 3:40pm

3:55pm - 5:20pm

Western classes Monday - Friday

8:15-9:20

9:30-10:35

10:45-11:50

12:00-1:05

1:15-2:20

2:30-3:35

3:45- 4:50

5:00-6:05

6:15-7:20

7:35-8:45

7/28/2025