

## Scheduling Portal Guidelines – Fall 2024

### [CMA Scheduling Portal](#)

Updated 6/21/24, changes are highlighted

#### Portal Use

- Please do not schedule past the current week (seven calendar days) or events will be deleted
- 10-minute rule – when scheduling a room prior to a class (academic or ensemble), users must finish within 10 minutes of the start of the scheduled class (time for tear down and set up for the class)
- Users forfeit their access to rooms they have reserved if not occupied within 5 minutes of the reservation time
- Users must remove their reservation from the portal if they are not going to use the room as planned, allowing others to use the facilities
- Users are encouraged to report instances where rooms are reserved but not being used. Please send to Laura Charland ([lechar@bgsu.edu](mailto:lechar@bgsu.edu))

#### Lessons

- Graduate TA taught lessons
  - Primarily taught in practice rooms
  - Classrooms can be signed out week by week
    - Half hour lessons should be scheduled on the half-hour to maintain 10-minute interval (ex. 10:30-11:00, rather than 11:00-12:00)
- Faculty taught lessons
  - In studios – signed out week by week for access to larger spaces
- 1 credit hour lesson per week = 30 minutes
- 2-4 credit hour lessons per week = 50 minutes

#### Chamber Music

- 1 hour rehearsal and one hour (50 minutes) of coaching (2 hours of reserved classroom space)
- Graduate String Quartet and Brass Quintet – 6 hours of rehearsal and/or coaching (e.g., 2 hours of coaching, 4 hours of rehearsal). May sign out additional time week by week if desired.

#### Studio Class

- Studio classes are scheduled within the following parameters
  - Maximum of **1 hour** of classroom time per week
  - Requests for room and times follow same procedure as other recurring classroom requests (see below)
- MUCT seminars, Fridays at 3:30-4:20 – MUCT should release rooms when not scheduled for seminar
- Faculty do not receive load credit for studio class

#### Student Groups

- CMA sponsored/approved student organizations have access to MMAC per space availability
  - Faculty advisor/sponsor requests access to building through Associate Dean
  - Sponsored organizations include KKY, TBS, SAI, PMA, OCMEA, Praecepta. Other organizations request approval through Associate Dean.
  - 1-hour weekly meeting after 9:00 p.m., per space availability
  - Organizations/clubs needing more time than one hour are encouraged to reserve space in other campus buildings (contact Office of Dean of Students)

- Music student organizations ensembles (Ten40, AcousChicks, etc.)
  - Maximum 2 hours of rehearsal after 9:00 p.m., per space availability (CMA curriculum events considered priority before student organizations).
  - Requests by faculty advisor/sponsor are approved by the Associate Dean
- Piano keys are not signed out to student organizations
- Fund raising (bake sales, coffee house, etc.) – scheduled through Keith Hofacker – not allowed until further notice

#### Recurring classroom requests

- Permanent Rooms
  - Must be signed out by the end of the day on Thursday of the 3rd week of classes each semester.
  - Requests sent by email to Laura Charland at [lechar@bgsu.edu](mailto:lechar@bgsu.edu)
  - All requests must include the course prefix and number, number of students enrolled, meeting day(s) and time(s) and must be made by the instructor of record.
  - Ms. Charland builds schedule based on all requests to accommodate best space for each request.
  - Exception requests to above policy should be sent to Associate Dean

#### Friday, 2:30 Seminar/MUS099

- Any special requests for seminar hour must go through MUSP Chair
- All college events (convocation, special guests, etc.) are printed in the semester schedule (see [Faculty Resources](#) website)