

# **Room Reservation Procedure**

## **SMU Dedman School of Law**

**STEP 1: Check the Master Calendar** – be sure that there are no conflicting events on the Master Calendar involving the student groups you plan to have attend your meeting.

**STEP 2: Check the Class Schedule**

**STEP 3: Check the 1<sup>st</sup> Year Inns Schedule (if scheduling an event primarily for First Year Students to attend)**

**STEP 4: Check Schedule.SMU**

Follow these steps:

1. In your browser, begin typing schedule.smu. If it does not automatically populate, you may also access it in the search bar of the SMU Dedman School of Law website.
2. Click on the “Login” block on the left hand corner.
3. Sign in with your User ID and Password
4. The current days’ schedule should appear in grid format with room names on the left and one-hour time sections on the right.
5. On the top right side of the screen, go to “Choose Calendar.” From the drop box, choose “Law Region.” The rooms in the four buildings of the Law Quad should appear on the left side of the screen. At the bottom of the page, there is also a second page which shows Storey Hall Lobby and all rooms in Underwood Law Library.
6. To view events and classes already scheduled, **Click** on the calendar box on the left side in the top row and choose the date you are looking for.
7. When choosing the best date for your event, here is important information to note:
  - Monday and Wednesday – most classes dismiss by 12:15 pm and resume at 1:30 pm. DO NOT begin your event until after classes have dismissed and end your event so that students can return to class in a timely manner.
  - Tuesday and Thursday – most classes dismiss by 12:15 pm and resume at 2:00 pm. DO NOT begin your event until after classes have dismissed and end your event so that students can return to class in a timely manner.
  - Mondays – With a few exceptions throughout the year, all First Year students will be involved in their Inns classes and meetings on Mondays at varying times, i.e. 10 am, noon OR 3pm. All ‘Inns’ classes have been scheduled and are in Schedule.SMU.
  - Wednesday – The Career Services Office has scheduled their Government Practice Information Panels and Discussions for the lunch hour on Wednesdays. The OCS office provides critical information for job opportunities for students during these sessions. It is important that large events where a critical mass of students might be involved, not be planned during this time.

- *If there are conflicts with an event that the Dean's Office is planning, please contact Rebekah Bell, [rbell@smu.edu](mailto:rbell@smu.edu) or 214-768-4177, to get permission to hold your event during that time.*
- *If there are conflicts with an event that the Office of Career Services is planning, contact Dean Karen Sargent, [kcsargent@smu.edu](mailto:kcsargent@smu.edu) or 214-768-2797, to get permission to hold your event during that time.*
- *If you are planning a major event and wish to invite a high profile guest, multiple speaker panel discussions, conference, etc., you should also contact Rebekah Bell for assistance.*

Once you have consulted the master calendar and Schedule.SMU to ensure there are no conflicts with your event date, you are ready to request a room using Schedule.SMU.

#### **STEP 5: Reserving a Room in Schedule.SMU**

(If you need to reserve multiple rooms and multiple dates, i.e., moot court competitions, call Rebekah Bell at 8-4177 first for special instructions.)

1. In your browser, begin typing "Schedule.SMU." If it does not automatically populate, you may also access it in the search bar of the SMU Ded
2. Click on the "**Login**" block on the left hand corner.
3. Sign in with your User ID and Password
4. Once date is determined to be available, go to "**Add Event**" located at the top to the right of the "choose calendar" and "filter" boxes, **OR** choose "Events" from the top row. From the drop down box, choose "Event Request."
5. **Click** on the drop down arrow under "Event Request" and choose "Law School Events Room Request," and **click** "next."
6. Under **Event Information**, fill in the blanks for your name, SMU ID (optional), email, contact phone, department, and title of event including the student group name.
7. Under **Meeting Information**, the Meeting Name will be filled in from above, then **click** the drop down box next to Meeting Type. Choose the appropriate description for your event. **DO NOT FILL IN** "Max Attendance."
8. Under **Meeting Recurrence**, **click** on the drop down box next to "Start Time" and "End Time." (If your increments of time are not listed you may highlight the minutes and type in the time you need, i.e. 3:20, 4:50) **Click** on the date of your event so it is highlighted in light blue. Then **click** "create." A line of data showing your event request will appear in the **Meetings** section to the right. Review the information for accuracy. If not, go back to "meeting recurrence" and fix the discrepancy.
9. Under **Meetings**, in the section on the right bottom of the page, after verifying that data for your room request is correct, **click** the box at the beginning of the line to get a check mark. Then **click** assign/request rooms. A list of the available rooms will appear in a box. Choose the room you want for your event. If the room you want is not shown,

check for page 2. Available rooms will be listed as "available." Once your selection is made it will change to green and show "selected." Unavailable rooms will be shown in red. When your choices are complete, **click** OK at the bottom of the box.

**10. Verify the information you have input, then go back to the top and click "Submit Request."**

**Please Note: It is the responsibility of the requester to make arrangements for AV and media services, physical plant (AC/Heat and trash clean up), food services needs and alcohol approvals. Any damage to the room is the responsibility of the user.**