

Number: PPD - 0606
Subject: Technology Classroom Reservation Procedure

1. Graduate and Undergraduate Classes – Scheduling for SMS graduate and W&M undergraduate courses in the Technology Classroom is done by the VIMS Registrar. Once department chairs have provided the Registrar with a list of courses for the semester and faculty are notified, individual faculty should make requests to use the Technology Classroom for a course and for lab sessions directly to the Registrar. Additional sessions for course assignments or lab sessions may be reserved by contacting the VIMS Registrar (x7106). Regularly scheduled classes have card swipe access to the Technology Classroom.
2. Internal VIMS Programs – VIMS faculty, staff or students who wish to use the Technology Classroom outside of regularly scheduled School of Marine Science (SMS) classes, such as for a workshop or to host an education program, should make a request through the Office of Academic Studies. Requests for use of the room by VIMS personnel should be submitted no later than two (2) weeks before the program start date using the [Technology Classroom Request Form](#) located on the [VIMS Forms](#) page. The request must be approved by ITNS and Academic Studies. Confirmation of the reservation will be sent within 48 hours of receipt of the request. When submitting a request, a potential user will be required to identify VIMS personnel who will supervise external users. Please recognize that the user group assumes liability for any damage to hardware, software or other equipment in the classroom.
3. External Groups - Given the nature of the facility, we are unable to accommodate groups that are not hosted by VIMS personnel.

Date: June 23, 2015
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