

## Classroom Use and Information Guide

### Important information regarding your assigned classroom:

- Classroom scheduling is based on enrollment, room capacity per fire code, pedagogical needs, ADA compliance and for optimal scheduling throughout the semester. Therefore:
  - Please do not move furniture/seats from neighboring classrooms as this negatively impacts student capacity for other courses scheduled in that room.
  - Please do not move your students to a neighboring classroom that appears empty as there may be another course/special event scheduled in that room another time.
  - If you rearrange furniture within a room, please return it to its original set up for those using the room at another time.
- Classroom relocation requests, to address changes with ADA compliance or an increase in enrollment that no longer meets seating capacity for that room, should be submitted to the Registrar's Office.\*
- If there is no increase in enrollment beyond the original capacity and furniture/seats are missing from the room, contact facilities.
- If you are using a classroom with special technology and need training or assistance with using the equipment, please contact Online Learning and Instructional Technology Services at 3-4409.
- Food and drinks are prohibited in certain classroom space (particularly those with technology/special equipment.) For other spaces, please ensure the classrooms are left clean.

### Classroom assistance contact list:

Request	Department	8:00am to 5:00pm	5:00pm to 9:00pm
Access/Locked Door	University Police (Nonemergency)	3-4444	3-4444
Computer Login Issue	Campus Computing	3-HELP (4357)	3-HELP (4357)
Technology Support	OLITS	3-4409	3-4409
Temperature Issue	Facilities Services	3-4135	727-510-7425
Inaccurate Seating	Facilities Services	3-4135	727-510-7425
Custodial Services	Facilities Services	3-4135	727-510-7425
Relocation*	Registrar's Office	<a href="mailto:academicspace@usfsp.edu">academicspace@usfsp.edu</a>	

*In the event of an emergency, please contact University Police at 727-873-4444 or dial 9-1-1*

### Additional Space Requests:

- Special academic requests (in classroom space) will not be processed until after the first week of the semester. *This includes review sessions, help sessions, lecture series, tests/exams, etc.* This is to ensure that all academic courses are accommodated first. Requests must be cleared through the Registrar's Office to ensure availability and coordination with other offices.
- To reserve for events (not associated with a course section/USFSP student learning) or for non-classroom space (i.e. DAV 130, Harbor Hall Community Room, etc.,) please contact the University Student Center at 3-5180 or visit their website, <https://www.usfsp.edu/usc/>.