25Live Guidelines for Building Coordinators / Approvers of Academic Spaces ʹ
Classrooms (͞Spaces͟) are known as ͞Locations͟ in 25Live.
DefiniƚiŽn Žf ͞BƵilding CŽŽƌdinaƚŽƌ͟ ʹ in ƚhe cŽnƚeǆƚ Žf aƉƉƌŽǀalƐ in ϮϱLiǀe͕ ͞bƵilding
cŽŽƌdinaƚŽƌ͟ ǁill ƌefeƌ ƚŽ anǇŽne ǁhŽ haƐ ƚhe abiliƚǇ͕ ƌeƐƉŽnƐibiliƚǇ͕ and ŽǀeƌƐighƚ fŽƌ
approving a space. This could refer to an entire building or just one classroom.
The Class Schedule process begins with the scheduling program known as CLSS
(nextcatalog.towson.edu/wen). Classes are not scheduled into 25Live.
No events can be reserved in classrooms until after the academic class schedule is built.
Typically this means waiting until the Registrar gives the word that we can release the rooms.
We will let you know when this happens. For questions, contact Suzanne Hill or
rooms@towson.edu.
If you, as a Building Coordinator, get a request for a space that you believe should not be
filled, you have the ability and the right to deny the request. You can leave comments in the
event or send an email to communicate the nature or the reason for the denial. Alternatively
you could suggest an alternate room. It is better to deny a classroom than to cancel a request.
Each classroom has a disclaimer and notes that the Building Coordinators have provided us.
These notations are included in confirmations that get sent to room requesters. If the
wording on these notes needs to be updated, contact Suzanne Hill or rooms@towson.edu.
No Holds should be placed on classrooms. If you need a hold on a classroom for a class you
intend to add or for a course that has not been approved yet, submit it as a Hold section via
CLSS.
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changeƐ an eǀenƚ͛Ɛ ƐƚaƚƵƐ ƚŽ ͞CŽnfiƌmed͟ iƚ can nŽ lŽngeƌ be ediƚed͘
25Live enforces a buffer time of 5 minutes between classes [5 minutes pre-class time and 5
minutes post-class time].
Final Exam Week: Events should not be scheduled in academic buildings / spaces during Final
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