

SECTION 5

SCHEDULING PRIORITY

Academic Space

Since course scheduling is not finalized until census date during the fall and spring semesters, **no event request for academic space will be approved** for **any** Monday – Friday before 4:00 p.m. until that time.

After census date, all times can be requested by faculty, staff, and registered student organizations. Space is approved on a first-come-first-served basis.

Cowan Center

The Cowan Center's season must be scheduled prior to any request being received.

Gyms and Athletics Fields

Athletics and Rec Sports schedule their events prior to other events.

University Center

Priority goes to UT Tyler student events:

- (1) Registered student organization meetings and events
- (2) Major student events
- (3) Student(s) seeking space for student group use (non-classroom related)

Second Priority goes to UT Tyler faculty, staff, and departmental programs.

Third Priority goes to alumni groups and programs associated with the educational mission of UT Tyler.

Fourth Priority goes to all other groups and individuals for joint-sponsored events.

<https://www.uttyler.edu/offices/student-success/mopp/>