

Room Scheduling

Location and Capacity of Relevant Rooms

Each of the rooms, below, can be scheduled by emailing frontdesk@psych.ucsb.edu

Room	Location	Style	Capacity
1312	Sage Seminar Room Psychology (551)	Seminar	60
2822	Psychology East (251)	Classroom	26
2822 Cubicles	Psychology East (251)	Lab	11 Cubicles
2839	Psychology East (251)	Seminar	16
3834	Psychology East (251)	Classroom	40

To assure optimal utilization of rooms under Department control and to establish a consistent policy with respect to scheduling of these rooms to accommodate competing needs, the following indicates priorities for use:

Priority 1	Regularly scheduled courses/sections
Priority 2	Review Sessions/Special Exams (DSP)
Priority 3	Departmental Colloquia/Meetings
Priority 4	Research (these rooms are to be scheduled ONLY when the research/experiment cannot be accommodated in an individual faculty member's laboratory)

Priorities for scheduling

Given the priorities for use, above, the following policies will apply to the scheduling of rooms:

1. Review sessions, special exams, and departmental colloquia/ meetings should be scheduled two weeks prior to the event whenever possible;
2. Research experiments cannot be scheduled more than two weeks in advance of the need, up to a maximum of 8 hours/week/faculty member or graduate student

For one-time scheduling of rooms that are not controlled by the Psychological & Brain Sciences Department, please contact scheduling@psych.ucsb.edu