

Scheduling Portal Guidelines – Fall 2025

[CMA Scheduling Portal](#)

Updated 8/8/25

General Guidelines

- Please do not schedule past the current week (seven calendar days) or events will be deleted
- 10-minute rule – when scheduling a room prior to a class (academic or ensemble), users must finish within 10 minutes of the start of the scheduled class (time for tear down and set up for the class)
- Users forfeit their access to rooms they have reserved if not occupied within 5 minutes of the reservation time
- Users must remove their reservation from the portal if they are not going to use the room as planned, allowing others to use the facilities
- Users are encouraged to report instances where rooms are reserved but not being used. Please send to Erin Vile (ecvile@bgsu.edu)

FACULTY & TEACHING ASSISTANTS

Recurring classroom requests

- Permanent Rooms
 - Must be signed out by the end of the day on Thursday of the 3rd week of classes each semester.
 - Requests can be made using this form: [Classroom Request Form](#)
 - Erin Vile builds the schedule based on all requests to accommodate the best space for each request.
 - Exceptions to the above policy will be reviewed by the Associate Dean

Applied Lessons

- Graduate TA taught lessons
 - Primarily taught in practice rooms
 - Classrooms can be signed out week by week
 - Half hour lessons should be scheduled on the half-hour to maintain 10-minute interval (ex. 10:30-11:00, rather than 11:00-12:00)
- Faculty taught lessons
 - In studios – signed out week by week for access to larger spaces
- 1 credit hour lesson per week = 30 minutes
- 2-4 credit hour lessons per week = 50 minutes

Chamber Music

- 1 hour rehearsal and one hour (50 minutes) of coaching (2 hours of reserved classroom space)
- Graduate String Quartet and Brass Quintet – 6 hours of rehearsal and/or coaching (e.g., 2 hours of coaching, 4 hours of rehearsal). May sign out additional time week by week if desired.

Studio Class

- Studio classes are scheduled within the following parameters
 - Maximum of 1 hour of classroom time per week
 - Requests for room and times follow same procedure as other recurring classroom requests (see below)
- MUCT seminars, Fridays at 3:30-4:20 – MUCT should release rooms when not scheduled for seminar
- Faculty do not receive load credit for studio class

Friday, 2:30 Seminar/MUS099

- Any special requests for seminar hour must go through MUSP Chair
 - All college events (convocation, special guests, etc.) are printed in the semester schedule (see [Faculty Resources](#) website)
-

STUDENT USE

CMA sponsored student organizations - Meetings

- Sponsored organizations include KKY, TBS, SAI, PMA, OCMEA, Praecepta. Other organizations request approval through Associate Dean.
 - 1-hour weekly meeting
 - Faculty advisor/sponsor makes this request via [Classroom Request Form](#)
 - When necessary, additional time may be reserved by the assigned student liaison. These reservations will be monitored for excessive use. Reservations are subject to the 7-day rule. Advanced reservations (beyond 7 days) can be requested through the above form.

Other university student organizations/ensembles - Rehearsals (this includes Acapella groups)

- Maximum 2 hours of rehearsal after 9:00 p.m., per space availability (CMA curriculum events considered priority before student organizations).
 - Requests are made by the faculty advisor/sponsor and are approved by the Associate Dean utilizing the [Classroom Request Form](#). For 1012, 1040 or Bryan Hall, contact Keith Hofacker.
 - Any additional rehearsals MUST be approved by the Associate Dean. Additional requests can be made by the assigned student liaison or advisor.
 - Piano keys are not signed out to student organizations
 - Organizations/clubs needing more time are encouraged to reserve space in other campus buildings (contact Office of Dean of Students)
- Students are allowed to reserve classrooms for collaborative rehearsals.
 - Students are NOT allowed to reserve classrooms for individual practice. Practice rooms are provided.
 - Students are NOT allowed to teach non-BGSU students in the building unless this is done through the Creative Arts Program. This is a liability issue for the University. If you would like to teach through Creative Arts, please contact Dr. Caroline Chin.

Abuse of these policies will result in portal privileges being revoked