2027-2028 Rooming Dates

Please see the Rooming Calendar Guide (below) for information on specific dates

Summer 2027 (Including Maymester):

Room Preferences Deadline: December 4, 2026

Course Coordinators Access Loss: December 4, 2026 at 5 PM

Room Optimization Start Date: December 7, 2026

Room Optimization End Date: January 8, 2027

Weekend (Friday-Sunday) Event Approval: March 15, 2027

Weekday (Monday-Thursday) Event Approval: April 19, 2027

Finals Scheduling Start Date: Finals not scheduled for Summer terms

Fall 2027:

Room Preferences Deadline: January 8, 2027

Course Coordinators Access Loss: January 8, 2027 at 5 PM

Room Optimization Start Date: January 11, 2027

Room Optimization End Date: January 22, 2027

Weekend (Friday-Sunday) Event Approval: June 14, 2027

Weekday (Monday-Thursday) Event Approval: July 12, 2027

Finals Scheduling Start Date: February 3, 2027

Spring 2028:

Room Preferences Deadline: September 10, 2027

Course Coordinators Access Loss: September 10, 2027 at 5 PM

Room Optimization Start Date: September 13, 2027

Room Optimization End Date: September 24, 2027

Weekend (Friday-Sunday) Event Approval: November 15, 2027

Weekday (Monday-Thursday) Event Approval: December 15, 2027

Finals Scheduling Start Date: February 2, 2028

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Rooming Calendar Guide:

Room Preferences Deadline: Scheduled the Friday six weeks before the start of priority registration at 5PM. Course coordinators should input room assignments for sections that will be roomed in proprietary (Department/School/College-controlled) rooms or roomed in general assignment (Registrar-controlled) rooms for which the department has a documented priority scheduling agreement. Please note that room assignments for sections built after this date will require a **Room Change Request**.

Course Coordinators Access Loss: Scheduled for 5PM on the date of the **Room Preferences Deadline**. The Assistant Registrar of Curriculum Management will turn off SIS access for course coordinators to create, edit, or cancel any sections in the term to be optimized. This ensures that the reports the Registrar's Office pulls for room optimization remain accurate for the entirety of the optimization process. Access will remain turned off until optimization is completed.

Room Optimization Start Date: Scheduled to begin the Monday after the **Room Preferences Deadline** and end two weeks later. Please note that course coordinators will not be able to make any changes while optimization is underway.

Room Optimization End Date (formerly: Room Finalization): Scheduled (**tentatively**) for two weeks after the **Room Optimization Start Date**. The end date is when optimization is **anticipated** to be finished. Optimization may be shorter or longer than scheduled. Please note that this time indicates all in-person or hybrid courses built by the **Room Preferences Deadline** have been roomed. **Room Change Requests** to change the room assignment of a section or assign a room to sections built after the **Room Preferences Deadline** can be made once optimization is complete. Course Coordinators will regain section editing access upon rooming finalization.

Weekend (Friday-Sunday) Event Approval: Scheduled to occur two months before the start of term. This date applies to all General Assignment (Registrar-controlled) Classrooms and Registrar-controlled Common Conference Rooms. At this time, all waitlisted events (WaitlistO-Elective status) scheduled for Friday through Sunday of the term will be processed in the order they were received. Event requests which include weekend and weekday events will have the weekend dates **only** confirmed. Requesters will receive either a confirmation email (Confirmed or Confirmed-Food status) or a request to change the day, time, or room of their event (the request will remain in WaitlistO-Elective status). The Department Tentative status will ensure that no other event will be booked overlapping with that event but indicates that there may be a third-party packet required. The Events Office will contact regarding that status. Please ensure that you are checking the event request itself and not the dashboard page when checking the status of the event requests.

Weekday (Monday-Thursday) Event Approval: Scheduled to occur one month before the start of term. This date applies to all General Assignment (Registrar-controlled) Classrooms and Registrar-controlled Common Conference Rooms at this time, all waitlisted events (WaitlistO-Elective status) scheduled for Monday through Thursday of the term will be processed in the order they were received. Requesters will receive either a confirmation email (Confirmed or Confirmed-Food status) or a request to change the day, time, or room of their event (the request will remain in WaitlistO-Elective status). The Department Tentative status ensures that no other event will be booked overlapping with that event but indicates that there may be a third-party packet required. The Events Office will contact regarding that status and the status will change to Confirmed or Confirmed-Food once the Registrar's Office has received confirmation from the Events Office. Please ensure that you are checking the event request itself and not the dashboard page when checking the status of the event requests.

Finals Scheduling: Scheduled to begin the day after Census, only for Spring and Fall terms. Finals are not officially scheduled for the summer term. Final exam rooms can be requested through the EMS Web App and will be processed alongside other events. The Finals Schedule is anticipated to be finished within a week from Census but may be finished earlier or later. Exams for on-grid sections will be prioritized over off-grid sections if two sections overlap in an exam time slot. The room for the final may be changed from the regularly scheduled classroom, if the desired room is available on the scheduled time and day. Changes to the day or time of a final will be evaluated on a case-by-case basis in accordance with the Auraria Campus Finals Grid. A new finals schedule will be posted to the website and sent to course coordinators (if needed) after the original schedule is circulated.

Room Change Request: Can be made starting at the **Room Optimization End Date.** Required for any existing sections which would prefer a different room **and** for any new sections that were created after the **Room Preferences Deadline**. New sections created after the **Room Preferences Deadline** will not be automatically assigned a general assignment classroom. Requests must include the information from the template below. Any requests missing any of the information below will not be processed. Room changes may be requested at any time during the semester, but it is recommended to request room changes and new room assignments before the **Weekend Event Approval** or **Weekday Event Approval** dates for maximum room availability.

A. Term and Year (ex: Spring 2025)
B. Subject Code (ex: ENGL)
C. Catalog Number (ex: 1020)
D. Section Number (ex: 001)
E. Requested room capacity (minimum)
F. Meeting Pattern – including days of the week, start time, end time (Ex: TTH 11AM-12:15PM)
G. For sections with multiple meeting patterns, please include all meeting patterns that require a room change and their associated dates.

H. For sections with multiple single date (or similar) meeting patterns, please replace the days of the week with the specific dates that need the room.
I. Optional: preferred building, special features, technology needs, seating needs, accessibility needs (for instructor or student), etc.