



THE UNIVERSITY OF ARIZONA

College of Nursing

ROOM SCHEDULING TIPS & RESOURCES Tucson & Gilbert Campuses

TUCSON

Teaching and need a room?

All room requests should be sent to Laura Massey-Miller, Academic Affairs Coordinator. On behalf of the faculty, Laura books all in-person meeting patterns for lectures, exams, etc. This includes rooms in CON, Drachman Hall, and HSIB. Laura will contact faculty teaching **IN-PERSON** Classes to confirm rooms and ask if they have a request to change rooms. Laura does this when room scheduling opens for the upcoming terms.

Need to book a room yourself? (additional talks, exams, special events, etc.)

Book rooms directly through:

- AHSC Resource Scheduling for the CON is [here](#)
- Drachman Hall rooms are [here](#).
- HSIB: send an email request to CON-OSAA@arizona.edu

Tucson SILC – Simulation Innovations and Mentoring Services - SIMS 2nd Floor

- Contact Yvette Mathesen, SILC Coordinator, mathesen@arizona.edu
- **ALL** Simulation/Skills, ASTEC Lab, and Standardized Patients Simulations/Skills with ICAPS.
- **DO NOT SCHEDULE DIRECTLY WITH ASTEC OR ICAPS**

NOTE: Schedules are **not** determined on a first-come, first-served basis but three times a year based on priority needs. You will receive an email notifying you of the deadline for submitting your request. After all requests are processed, any later requests are filled based on availability.

- Simulation Innovations & Mentoring Services (simulation-based education activities, skills, competency testing, simulations, mixed reality) <https://www.nursing.arizona.edu/simulated-learning>

GILBERT

BSN-IH & MEPN Faculty: Primary Classrooms: 407 and 408. DRC Rooms: 3, 450-453, 455, 456, 458, and 461.

Reserving Academic Classrooms: Teaching and need a room?

(All Non-SIMS related Scheduling)

Room requests are added to the Scheduling Spreadsheets for each term. **Gilbert Rooms** are booked based on the information on the spreadsheet and added in AD ASTRA. **DRC Rooms** are subject to change based on student accommodation. Please include the accommodation type in your request (e.g., limited distraction, semi-private, private room, etc.).

- [NHE Room Schedule - Tucson and Gilbert](#)



Room Scheduling Deadlines:

- Summer 2025 – **March 1, 2025**
- Fall 2025 – **July 1, 2025**
- Spring 2026 – **October 1, 2025**

If you need to make a change after these deadlines, please email **Laura Miller** at laurakmiller@arizona.edu with the **Subject line: “Room Reservation Change NXXX (Course Number).”** Include the following details below in your email request to Laura.

Include the following in your email request for a change to an academic classroom:

- | | |
|---|---|
| <ul style="list-style-type: none">• Your Full Name• Program Name• Course #• Date for reservation | <ul style="list-style-type: none">• Start and End Time• Number of Attendees• Purpose (e.g. Lecture, Exam, ATI, Skills Lab, etc.)• Request for IT Tech support (zoom, assist w/equip, etc.)• Request for Wall Partition to be Open (407/408) |
|---|---|

Reserving Space for non-academic use

(e.g., Huddle Rooms, Conference Rooms, Events in 407 & 408). **All Non-Academic/non-SIMS-related scheduling** - includes 407, 408, 459, 464, 402, and 321.

- Go to <https://roomscheduling.uahs.arizona.edu>. Login: **GUB** Password: **Faculty**
- Click on **Request Event**. This will bring up an **Event Request Form**. From the drop-down arrow, choose **Classroom**. Complete the form, including the meeting information, and click **Submit**. The form will then be routed for approval, and you will be sent a copy of your request once approved.

Gilbert SILC – Simulation-based activities 3rd Floor

- Contact your *Sim Nurse Faculty*. They will coordinate your simulation needs.
- Don't know who your *Sims Nurse Faculty* is? Email Dianna Liberty, Administrative Assistant, SILC at dliberty@arizona.edu
- *Simulation Innovations & Mentoring Services* (simulation-based education activities, skills, competency testing, simulations, mixed reality) <https://www.nursing.arizona.edu/simulated-learning>

Gilbert Auditorium – Pre-reservation ONLY

- Go to <https://roomscheduling.uahs.arizona.edu>. Login: **GUB** Password: **Faculty**
- Click on **Request Event**. This will bring up an **Event Request Form**. From the drop-down arrow, choose **Auditorium**. All reservation requests must be submitted **5 business days in advance**. Complete the form, including detailed needs, such as date, time, number of people, I.T. support needs, table and chairs or bleacher seat set up, and partition open/closed. Then, click **Submit**. The form will be routed to **Kim Plinski** for approval.
- UA has a limited number of reservations per year. Additional usage and/or re-arrangement of the default chair setting will incur an **extra charge** and **must be pre-approved**.
- Confirmation of the auditorium reservation will be sent via email.