Office of the University Registrar
Classroom Use and Scheduling Policies

The Office of the University Registrar manages a total of 91 classrooms on campus. These

The Duquesne University classrooms may be used for:

- Scheduled classes
- Special events
- Testing
- Make up sessions
- Meetings

The furniture may not be removed or re-arranged.

Food or drink is not permitted in the classrooms.

Classrooms and lecture halls will not be reserved for any event other than a final exam during the final exam periods.

All requests for classroom reservations for testing, make-up exams, final exams, make-up sessions, and any class-related reservations should be identified with an ACADEMIC – CLASS ACTIVITY Event Type when using 25Live to request space.

To request a classroom change for a course in a semester, select the ACADEMIC – CLASSROOM CHANGE Event Type when using 25Live to request space.

When using 25Live to submit reservation requests for Class Activities or Classroom Changes, do not complete the Resources section. Resources are not available for these event types.

Requests for reservations for any semester may not be made prior to the publishing of the Schedule of Classes for the designated term.

When scheduling an event that is sponsored by the University and not related to a specific class, select the EVENT – UNIVERSITY (ALL OTHER LOCATIONS) event type.

When scheduling an event involving a student group, select the STUDENT ORGANIZATION EVENT.

When scheduling an event for a group or organization that is not affiliated with the University, the event must be scheduled through Megan Peterson in Conference Services.
Any requests for Mellon Laura or Mellon Maurice that are after regular hours, (Monday-Friday, 7:30am-9:00pm), must be approved by the Dean of the Bayer School of Natural and Environmental Sciences and may take additional time to process.