The Office of the University Registrar manages a total of 97 classrooms on campus.

The Duquesne University classrooms may be used for:

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

Of these 97 classrooms, 7 are FlexTech rooms. FlexTech rooms are highly technical classrooms and require training to use. Prior to requesting a FlexTech room for the first time, please contact Lauren Turin in Media Services at X1140 to arrange training. FlexTech rooms are not available for Student Organizations’ use.

The classroom furniture may not be removed. If the furniture is re-arranged, it must be put back to its original layout.

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 Conference & Event Services.