Is a DELTA Classroom Right for Me?

SOP Type:

☐ Internal SOP - DELTA-level that does not directly affect entities outside of DELTA
☒ External SOP - DELTA-level that affects these entities: DELTA classroom users at NC State, Engineering Online
☐ Unit SOP - DELTA individual unit(s) affected:

Contact: DELTA Business Office

Effective Date: November 1, 2021

Last Revision Date: August 26, 2021

1. Introduction
The SOP on DELTA Classroom Use defines ownership, appropriate use, support, and assignment of the 110D general classrooms of the university, as managed by Digital Education and Learning Technology Applications (DELTA).

2. Ownership
DELTA classrooms are considered a resource of the university and are designated by North Carolina State University (NC State) and the University of North Carolina System Office as 110D, a part of the general classroom designations. These facilities are primarily intended to support the delivery of academic programs for online and distance education students. All DELTA classrooms are operated and maintained under the direction of DELTA. Access to these facilities, including scheduling of these facilities, is defined within this SOP. This SOP applies to all 110D/210 facilities that reside in DELTA's Organization Unit Code (OUC).

3. Use
DELTA classrooms are intended primarily for use by regularly scheduled online and distance education classes. Depending on space and resource availability, university departments may conduct approved special functions. Examples of approved functions include other academic courses, conferencing, seminars and departmental meetings.

All users of these facilities must abide by university policies relating to matters of safety, liability, non-discrimination, non-disturbance, civil obedience, use of university grounds and other relevant university policies. All programs must be related to the teaching, research and/or public service mission of the university.

Academic Use
Through established scheduling procedures and deadlines, DELTA classrooms are first reserved for the direct support of online education programs.

Non-Academic Use
Use of the DELTA classrooms for purposes other than support of online education programs is restricted to events and meetings sponsored by one or more of the following:

- Colleges, Schools, Departments and functional units of the university
- University-recognized organizations
- University-affiliated organizations
Access Preference
Priority use of a DELTA classroom is assigned in the following order:
(Uses 1-4 are Academic Priority and can be scheduled, subject to availability)

1. Online Education courses with a 600 section number which emanate from NC State.
2. Academic courses without an online component between NC State and other accredited higher education institutions including synchronous learning without 600 (e.g. UNC Online Initiative).
3. Academic credit course assigned by Registration and Records.
4. Academic Technology Innovation (ATI) training and/or support programs, scheduled by DELTA’s Instructional Support Services unit, acting as a program sponsor.

(Uses 5-8 can be scheduled, subject to availability. See Scheduling SOP for further details)

5. All non-credit courses including certificate programs, etc.
6. University-sponsored events/meetings requiring specific technology facilities.
7. University-sponsored events/meetings that are open to the entire university community.
8. Centennial Campus Partners requiring classroom space or services

4. Scheduling of Distance Education Classrooms

Please refer to the SOP-E-0022, Scheduling DELTA Classrooms

5. Classroom and Mini-Studio Time Restraints

1. It is imperative that all scheduled courses start and stop on time to allow adequate time for the next course to start on time.

2. For non-regularly scheduled courses/ events there is a 15 minute grace period. Please notify us if you will be more than 15 minutes late to your reservation. If you are more than 15 minutes late without contacting us your reservation will be cancelled.

6. Accessibility Considerations

DELTA complies with accessibility policies of the university and works closely with the Disability Resource Office to address the needs of students and faculty in the use of DELTA classrooms, when notified of the need for an accommodation.

It is expected that users of 110D classrooms identify accessibility concerns as soon as a faculty member is assigned to the room and students are registered for a class.

7. Adverse Weather and Other Emergency Conditions

See the following link: https://policies.ncsu.edu/regulation/reg-04-20-07 DELTA staff are non-mandatory employees. If the university is operating under conditions 2 or 3, no technician will be available to support a class.
8. Hours of Operation

Monday - Thursday: 8 a.m. - 9 p.m.
Friday: 8 a.m. - 5 p.m.
Saturday - Sunday: Closed

At the present time, DELTA facilities are not available for use on weekends or after 9 p.m. weekdays (after 5 p.m. Friday), except in special circumstances, scheduled well in advance (at least 30 days).

Hours of operation are subject to change.

9. Food and Drinks
There is no food or drinks allowed in DELTA classrooms to maintain cleanliness and an environment conducive to learning for students, faculty and staff. **Water bottles with secured caps are allowed.**

As a reminder, no food or drink signs have been posted outside classrooms.

10. Security of Classrooms
**Security Application and Technologies (SAT)** controls access to DELTA classrooms by issuing identification card access, or swipe card access, to authorized personnel, to ensure the safety and security of North Carolina State University students, staff and faculty, as well as to safeguard university assets and personal property.

All standard access privileges will be imported into the door access control systems by SAT on a per-semester basis.

Should a faculty or staff member require access to a room during a time that he or she is not scheduled, the faculty/staff member must contact the **Classroom Support and Learning Spaces Coordinator** to ensure room availability and to place a reservation. Do not assume that because a room is vacant, it is available. Refer to **SOP-E-0022, Scheduling DELTA Classrooms** for reserving a room.

11. Lost and Found
Any found unclaimed property left in any DELTA classroom will be placed in a lost and found box located in a DELTA control room until the end of the week. At the end of the week, items will be turned into our infrastructure coordinator in Monteith Engineering Research Center. or 315 Ricks Hall Annex, depending on which studio was used. Any electronics items remaining unclaimed for a **one week**, will be sent to **Campus Police** lost and found.

DELTA does not accept responsibility for lost items.

NC State Campus Police Lost and Found can be contacted by calling the Property Officer at 919.515.2498 or emailing investigations@ncsu.edu.