1. Purpose

The purpose of this SOP is to establish guidelines for scheduling DELTA’s 110D classrooms and mini studios. DELTA classrooms are intended primarily for course production of online and distance education courses. DELTA is required to follow the space utilization guidelines provided by North Carolina State University’s Registration and Records Department.

2. Requesting Use of DELTA classrooms

A. Introduction

All activity in DELTA classrooms must be scheduled or coordinated through the designated DELTA Scheduling Officer. To maximize the use of DELTA classrooms, provide equitable access and allow advance planning for technical support, requests should be submitted well in advance of anticipated need.

B. Types of Reservation

a. Regularly Scheduled, Credit-Bearing Academic Courses in a DELTA Classroom
b. Non-Regularly Scheduled Courses/Events in a DELTA Classroom
c. Mini Studio Sessions

C. Standard Scheduling Procedure

a. Submit a request through the DELTA Reservation Form. Reservations are considered tentative until the class/event has been approved.

b. Your request will be reviewed by the Classroom Support and Learning Spaces Coordinator. If additional information (room setup, equipment needs and any other special concerns) is required, the Classroom Support and Learning Spaces Coordinator will contact you. Otherwise, you will receive an email indicating your request status (Approved, Rejected).

c. If your request is approved, show up for your scheduled session.

DELTA 110D Classrooms are available for use between 8 a.m. - 9 p.m.
The CTI Mini Studio (CTI 220-33) is available for use between 7 a.m. - 6 p.m.
The Ricks Mini Studio (Ricks 145) is available for use between 8 a.m. - 6 p.m.

D. Room Assignments

Room assignments will be determined based on several factors:
   a. Room availability
   b. Expected on campus attendees
   c. Campus preference (Main or Centennial)
   d. Building preference
   e. Technology requirements and preferences

Please note that building preference does not guarantee room assignment in that preferred space. Indicating a technology preference does not guarantee that a technology will be available.

E. Training

Training on the use of the DELTA facilities is recommended and will be arranged by DELTA.

3. Scheduling for Regularly Scheduled, Credit-Bearing Academic Courses

A. Timeline Procedure

Requests for scheduling of DELTA classrooms for regular credit-bearing academic courses should be submitted according to the following timeline:

Spring Semester: September Deadline
Summer Semester: January Deadline
Fall Semester: February Deadline

Submission dates may change from year to year. Please refer to the latest version of the NC State classroom production schedule for submission deadlines.

https://scheduling.registrar.ncsu.edu/resources/

Courses scheduled in DELTA classrooms are between 8 a.m. - 9 p.m. For scheduling blocks and times, see the Unified Campus Time Table. Class times that are not specified on the unified campus time table are considered a non-standard time. Non-Standard times must be approved by your departmental scheduling officer before submitting a DELTA Reservation request.

Final Exam
The Classroom Support and Learning Spaces Coordinator will send out a final exam request to the professors after the fall/spring break. These responses help coordinate a course’s exam based on the needs of the professor. The exam schedule will be re-confirmed during the last week of classes. If no information is provided, the DELTA classroom will be released.
4. Mini Studio Sessions

A. **Access**

Ricks 145 is located inside a locked corridor within Ricks Hall. To gain access to Ricks 145 you will need to ring the doorbell of Ricks 150. A DELTA representative will meet you at the door and lead you to the mini studio.

CTI 220-33 is located beside suite 220 in the Center for Technology and Innovation. Enter the CTI building from Main Campus Drive (and go to the second floor). There is On-Air light over the studio door. The studio door will be open. A DELTA representative will meet you in the studio.

B. **Record Now**

DELTA mini studios are equipped with Record Now which allows users to instantly record outside of regularly scheduled course time. The completed recording automatically uploads to Panopto. For any issues locating or sharing the recording, contact DELTA LearnTech. For additional information please review the following link:

https://classtech.oit.ncsu.edu/panopto-record-now/

C. **Google Calendar**

Your scheduled mini studio session will be placed in Google Calendar as a reminder.

5. Connecting with and Scheduling DELTA classrooms

A. **Introduction**

When scheduling off-campus classrooms for NC State use (e.g. Craven Community College), the technologies in the classroom must match the instructional needs of the course or program being offered at the off-campus site. Reservation of an off-campus classroom will take into consideration the relevant policies at the remote site.

B. **Guidelines and Procedures**

   a. While filling out the DELTA Reservation Form the requester should specify any institutional collaborations and/or potential connections.

   b. Institutional collaborations and connections will be coordinated by DELTA's Infrastructure Coordinator. DELTA will coordinate the scheduling of the requested remote distance education facility.

   c. If there are no enrollments at the off-campus locations after the university's census date/official enrollment date, the off-campus location will be released.

   d. All courses scheduled in a DELTA classroom will be recorded. To opt out of your scheduled classroom recordings or to request cancellation of one or more days of recording contact LearnTech at https://delta.ncsu.edu/learntech-request/. Please note that opt-out is required on a per section basis.