



UC San Diego

Policy & Procedure Manual

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Use of University Property

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MANAGEMENT OF UNIVERSITY GENERAL ASSIGNMENT CLASSROOM SPACE

SCOPE

The *Use of University General Assignment Classroom Space* applies to UC San Diego faculty, students, staff and non-Affiliates.

POLICY SUMMARY

This policy describes the management of the University's General Assignment Classroom Space, including who is permitted to use the space for instructional and non-instructional purposes, room changes and cancellations, exams and special requests.

DEFINITIONS

- A. **Course:** as defined in UC Senate Regulation 739, a curricular offering approved by an agency of the Academic Senate for presentation by an officer of instruction in accordance with UC Senate Regulation 750(A), and under the jurisdiction of an academic agency approved by The Regents.
- B. **Class:** the period of time during which students meet to pursue a course of instruction. Classes are scheduled to meet in classrooms and can have multiple sections as follows:
 - 1. Primary Class Section is the main section of a Class in which students must enroll and usually where credit value is assigned.
 - 2. Secondary/Tertiary, etc. Class Section is an additional Class meeting associated with a Primary Class Section.
- C. **General Assignment (GA) Classroom:** Those rooms assigned to the jurisdiction of the Office of the Registrar by the Chancellor and Executive Vice Chancellor for the primary purpose of housing scheduled classroom instruction. The official record of general use space resides within [Tririga Integrated Workplace Management System](#) or successor system. For the purposes of this document, GA Classroom space also refers to lecture halls, which serve a similar role to classrooms but are typically larger.
- D. **Departmental Classroom:** A room controlled by individual departments with delegated authority from their respective School or College to schedule its use. The official record of departmental space resides within [Tririga Integrated Workplace Management System](#).
- E. **Scheduled Instruction:** Those courses approved by the Academic Senate, offered by UC San Diego academic departments and programs, and taught in the Fall, Winter, or Spring quarters and Summer Session.

POLICY STATEMENT

Responsibility for the assignment or allocation of all UC San Diego space rests ultimately with the Chancellor, who has delegated authority to the Executive Vice Chancellor for assignment or allocation of space to support instruction and research and other related functions and units. While deans and provosts oversee space management for their respective School and College spaces, management of General Assignment (GA) classrooms has been delegated to the Office of the Registrar. This policy sets forth the criteria used to assign instructional space in General Assignment Classrooms by the Office of the Registrar.

RESPONSIBILITIES

- A. Courses approved by the Academic Senate or their delegated representatives and all related instructional activities - such as review sessions, films, special lectures, midterm examinations, optional quizzes, academic tutoring and final examinations - have priority in GA Classrooms over all other instruction, including that of The Division of Extended Studies (DES), non-class events, and educational testing, for weekdays, evenings and weekends.
- Courses are only scheduled according to the manner in which they are approved on the course approval.
 - Courses are assigned to a GA Classroom based on the best match room capacity with Class enrollment and may be reassigned based on enrollments.
 - Classes meeting in general assignment space are required to use [standard time blocks](#).
 - A department's overall schedule with regards to using general assignment space must be distributed throughout the day and week with no more than 60% of a department's class meetings using Prime Time (9 a.m. to 3 p.m.).
 - Non-standard time blocks are possible starting at 5pm based on available space.

1. Room and Times Changes and Cancellations

Room changes are accommodated if an appropriate space is available. Departments should not continue to add students with the expectation that a larger room will be available until the availability of another GA Classroom is confirmed by the Registrar. Departments are responsible for informing the instructor and students of room changes.

No time changes are allowed once students are enrolled in a class section. If a Class is cancelled, department schedulers must notify enrolled and waitlisted students and the Office of the Registrar to return the GA Classroom to available status.

2. Enrollment Management:

It is the responsibility of the departments to ensure that enrollments do not exceed classroom capacities by the 15th day of instruction, including both departmental and GA Classrooms.

Maximum classroom capacities are determined by Academic Affairs in consultation with the Campus Fire Marshal. However, to allow for attrition and absence in Classes, individual departments are given the technical capability to raise enrollment limits in individual Classes up to 10% above the room capacity, if in their judgment, this is desirable to enable enrollment by students whose physical presence is not likely to cause the Class to exceed the official room occupancy limit. It is the responsibility of the department and the instructor to ensure that actual attendance does not exceed classroom capacity.

3. Midterm Examinations

See [Academic Senate Policy on Examinations](#) for complete policy. Midterm examinations are expected to be held during scheduled Class meeting times. Midterms given outside of the scheduled class meeting will be subject to a space-available basis with the following limitations:

- Notice of the midterm dates and times must be published in the Schedule of Classes before enrollment begins. Late requests will not be scheduled.
- Midterms cannot exceed two hours in length.
- To comply with Section 92640(a) of the California Education Code, instructors must accommodate requests for alternate examination dates at a time when that activity would not violate a student's religious creed. See Section II.B.8, Alternate Examination Dates.

4. Final Examinations

See [Academic Senate Policy on Examinations](#) for complete policy. Final examinations may not exceed three hours duration and are given only at the times and places established and published in the Schedule of Classes. Final examinations may not be given at any time before examination week without explicit approval of Academic Senate. Final Examinations must be held before the end of finals week.

Final examinations are generally held in the same room as Class meetings. By arrangement with the Registrar's Office, common final examinations can be scheduled, and extra room locations may be booked on a space-available basis. Changes in classroom location must be arranged through the Registrar's Office. Examination times and locations are listed in the Schedule of Classes and the Student Information System.

5. Specialized Facility Needs

Specialized facility needs, such as laboratory demonstrations, should be considered and accommodated whenever possible within utilization guidelines. Departments needing a specific classroom may include this information in their scheduling requests. Standard Teaching Times must be observed.

6. Specialized Audio Visual Requests

All GA classrooms feature projection, audio/video lecture content recording, and remote delivery capability. Assisted listening devices are provided upon request. Specialized AV equipment needs require advance notice and are considered and provided within utilization guidelines.

7. Special Requests

All instructional activities related to scheduled Classes - such as review sessions, make-up Classes, thesis defenses, films, special lectures, placement examinations, midterm examinations, optional quiz sections, and academic tutoring - may be scheduled on a space-available basis after regular Class meetings have been scheduled and after an adjustment period for Class changes (usually the end of second week). After the commencement of the third week of instruction, instructionally related activities associated with a scheduled Class may be scheduled during the day, in the evenings, and on the weekends and have priority over non-instructional activities and over DES and Events scheduling.

8. Use of GA Classrooms for Non-Instruction Related Activity

Reservations for GA Classrooms for non-instruction related activity is confined to the hours between 8:00 a.m. and 11:00 p.m. Use of general assignment space for non-instruction related activities during finals week is not permitted.

a. Use for College Orientations of New Students

The Undergraduate Colleges Business Office is permitted to schedule time in GA Classroom space for new student orientations. Orientations are generally before the beginning of instruction in the fall quarter.

b. Use for Division of Extended Studies (DES) Courses

Every effort should be made to schedule DES courses in the instructional spaces allocated to the DES however, if DES must schedule a course in a GA Classroom, those courses may be scheduled on a space available basis only after all instructional program needs have been satisfied for fall, winter, spring quarters and Summer Session. DES classes may not meet in GA Classroom space during final examination week.

c. Use for Hospitality & Conference Services

GA Classrooms may be scheduled for use on a space available basis by UC San Diego Hospitality & Conference Services only after academic instruction program needs have been satisfied. Requests to use GA Classroom space for non-academic purposes during final exam week are not permitted.

d. Use for Meetings of Authorized On-Campus Faculty, Staff, and Student Groups

Reservations may be made for general use classroom space for meetings of authorized on-campus faculty, staff, and student groups in accordance with Section IV of this PPM. Requests to use GA Classroom space for non-academic purposes during final exam week are not permitted.

9. Registrar's GA Classroom Maintenance Responsibilities

Special equipment may not be added to a GA Classroom. Only the Registrar, Educational Technology Services or Facilities Management is permitted to make modifications to the GA Classrooms.

a. Inspection and Maintenance of GA Classrooms

One time each quarter, a representative of the Registrar's Office will visit each GA Classroom. The purpose of the inspection is to collect data concerning needs for improvement in GA Classroom conditions. Maintenance and repairs to GA Classrooms is the responsibility of Facilities Management. The Campus Information Technology Services (ITS) team is responsible for repairs to any audio/visual equipment.

Repairs necessitated by damages or excessive maintenance requirements attributable to a specific activity will be recharged to the unit or organization sponsoring that activity.

b. Section 510-1 Section III Equipment

The Registrar is responsible for the maintenance and replacement of Section III equipment (chairs, tables) in the GA Classrooms.

c. Posting of Notices Related to Disability Accommodations

If a disability accommodation, as determined by the Office for Students with Disabilities (OSD), requires special equipment or space within a GA Classroom, the Registrar is responsible for posting signage indicating that the equipment or chair is reserved as needed.

10. Other Responsibilities

- a. Locking and Unlocking GA Classroom Doors

See [Key Control and Electronic Access Policy for complete policy](#). Facilities Management Services (FM) is responsible for the locking and unlocking of GA Classroom doors on weekdays, holidays, and weekends.

PROCEDURES

See [About the Schedule of Classes](#) to learn what details to submit upon requesting to use GA classroom space, changes after and during the quarter, etc.

FORMS

None.

RELATED INFORMATION

1. [California Education Code, Section 92640\(a\) \(re: alternate examinations\)](#)
2. [UC Senate Regulation 739, Title III, Chapter 1: Definition of Courses](#)
3. [UC San Diego Academic Senate, Educational Policies on Courses](#)
4. [Office of the Registrar Schedule of Classes: Standard Teaching Times](#)
5. [UC San Diego Senate Policy on Examinations](#)

FREQUENTLY ASKED QUESTIONS (FAQ'S)

None.

REVISION HISTORY

XX/XX/2025	Policy revised and reissued.
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