

Academic Scheduling Information 2022-2023

Jacobs School of Music Scheduling Office
Keegan Sheehy and Moria Tunison
M-C002A, 812-856-8200
musched@indiana.edu

Faculty: Important Links and Resources

Scheduling Office website

- <https://musintra.sitehost.iu.edu/departments/offices/scheduling-office/index.html>
- Faculty/Staff section includes great deal of information on scheduling events, faculty/staff ad hoc space reservations, and more
- Contains all information included in this document, and much more

Access your Course List and Student Rosters

- Visit One.IU.edu → Faculty Center

View classroom / rehearsal room availability via 25LivePro

- One.IU.edu → 25LivePro
- Please see Quick Start Guide for 25LivePro:
<https://intranet.music.indiana.edu/departments/offices/scheduling-office/faculty/25livepro-jsom-guide.pdf>

View available times in performance halls via Master Calendar:

- <https://gretel.music.indiana.edu/MISC/MasterCalendar/CalendarReadOnly/MasterCalendarReadOnly.aspx>

Contacting the Scheduling Office:

- If you have questions, we recommend starting by consulting the Scheduling Office website (link above). If your question is not answered there, or if you would like to make a request, please email, call, or stop by anytime. If you would like to speak directly to us, we recommend making an appointment here:
<https://calendly.com/jsomscheduling/>
- If you have questions about your classes, please reach out to your Department Chair. If your Department Chair determines that there is a question or request for us, then they should reach out to us.

Faculty Event Scheduling

Below are the basic steps to plan and schedule an official Jacobs School event. This includes events for large and small ensembles, faculty recitals, guest recitals and masterclasses, studio recitals, class recitals, chamber music concerts, and more.

This is only a basic outline. Much more detailed information is available at the Scheduling Office website here:

<https://musintra.sitehost.iu.edu/departments/offices/scheduling-office/faculty/event-scheduling/index.html>

- (1) No later than four weeks (28 days) prior to the intended event date, submit the [Faculty Event Request Form](#) to the Scheduling Office.
 - a. The Scheduling Office will help to find an available time that will not conflict with other events that might have overlapping audiences or participants, and will reserve the date/time/location for the event.
- (2) PCC review
 - a. All events must be approved by the Performance Coordinating Committee (PCC). The Scheduling Office will submit your request to the PCC, and you will be notified via email after their review.

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- (3) Schedule dress rehearsal (via the Scheduling Office)
 - (4) Submit program to the Music Program Office
 - (5) Request any technical needs
 - a. Audio needs: Department of Audio Engineering and Sound Production
 - b. Projector needs: Music ITS and Recital Setup
 - c. Any other technical needs: ask us and we'll point you in the right direction
- **Deadlines:** all events are subject to deadlines each semester. This is to preserve hall space toward the end of the semester, in order to ensure that we are able to accommodate enough student recitals in the halls. We recommend that you take a look at the relevant deadline before you come to us to set up your event: <https://musintra.sitehost.iu.edu/departments/offices/scheduling-office/faculty/event-scheduling/dates-deadlines.html>
 - Please also note additional policies governing faculty/guest recitals here: <https://musintra.sitehost.iu.edu/departments/offices/scheduling-office/faculty/event-scheduling/event-policies.html>

Non-event Faculty Performance Hall Reservations (Auer Hall, Ford-Crawford Hall, Recital Hall)

To book halls for uses other than events, such as recording sessions, faculty masterclasses, etc., please email, call, or stop by the Scheduling Office.

- Please refer to the JSoM Performance Hall Policies (link below) for what types of reservations are allowed in each hall for faculty members.
- All other ad hoc hall reservations that do not adhere strictly to these policies may be made within two weeks of the requested date, as scheduling allows at the discretion of the Scheduling Office.

JSoM Performance Hall Scheduling Policy:

<https://intranet.music.indiana.edu/departments/offices/scheduling-office/faculty/perf-halls-scheduling-policy-012419>

Faculty Classroom / Rehearsal Room Reservations

To reserve classrooms or rehearsal rooms, please email, call, or stop by the Scheduling Office. Please include the following in your request:

- Preferred date and time
- Length of reservations
- Room preference/requirements
- Purpose of reservation (i.e. rehearsal, class, makeup exam, etc.)
- Recurring start date and end date, if applicable

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Scheduling Information for *Students*:

Recitals, Classrooms and Halls, & Practice Rooms

Students receive regular newsletters throughout the semester from the Scheduling Office, regarding student recital scheduling, practice room scheduling, and more. Please encourage your students to consult those emails if they have a question that you don't know the current answer to. The below pages are intended as a basic resource for faculty to understand students' scheduling abilities and procedures.

Contacting the Scheduling Office:

- **We are no longer offering unscheduled student walk-in services.** If you have questions, please start by consulting the Scheduling Office website:
<https://musintra.sitehost.iu.edu/departments/offices/scheduling-office/index.html>
- If your question is not answered there, or if you would like to make a request, please email us.
- If you would like to speak directly to us, please make an appointment here:
<https://calendly.com/jsomscheduling/>

Student Recital Scheduling

All student recitals are scheduled through the online Program Creation Form located on the Scheduling Office website. Please read through the material on the website for useful information regarding recital scheduling procedures, hearing information, and recital fees.

Consult the Scheduling Office website for detailed information about the recital scheduling process for students:
<https://musintra.sitehost.iu.edu/departments/offices/scheduling-office/students/recital-scheduling/index.html>

Important Note: Student recitals must be fully approved by instructor/committee and the JSoM Scheduling Office no later than three weeks prior to the recital date. Otherwise, the recital will be cancelled.

Student Ad Hoc Performance Hall and Classroom Scheduling

Enrolled Jacobs School of Music students can each reserve time in rehearsal rooms and hall spaces for **maximum two hours per day, and maximum four hours within any seven consecutive days**. Reservation requests must be made at least two business days in advance, and can be made no more than two weeks in advance. Please refer to the Scheduling Office website for more details regarding hall reservation policies.

- Please contact the JSoM Scheduling Office (musched@indiana.edu) to schedule all ad hoc uses of performance halls and classrooms. We are no longer able to accept walk-in requests for student ad hoc reservations. Use only your IU email.
 - In your request, include the following:
 - **In the email subject line, write the date(s) you would like to reserve**
 - Start and end time, or length of desired time
 - Reason for use of the room

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- Number of people who will be using the room
- Rooms will be reserved according to availability and as close to the requested time as possible. Specific room requests will be honored if possible.
- **Please Note:** a 1-hour dress rehearsal can be scheduled more than two weeks in advance for an approved recital (when the recital is fully approved by both the instructor/committee and the Scheduling Office).

Student Practice Room Scheduling

Enrolled students are eligible to reserve practice rooms. Number of hours is determined by degree and instrument.

Instructions on How to Apply for Practice Rooms (using an on-campus computer):

<https://musintra.sitehost.iu.edu/departments/offices/scheduling-office/students/practice-rooms/index.html>

- Before accessing the application from an off-campus computer, first connect to the IU VPN. Instructions on how to connect to the VPN are located at <https://kb.iu.edu/d/aygt>. You will not be able to access the Practice Room Scheduling portal without making the VPN connection.
- Locked piano practice rooms are available for piano majors, excluding collaborative piano majors. Procedures for reserving locked piano practice rooms are communicated to pianists via email (and available on the Scheduling Office website) each semester.