

Scheduling A PDR/CDR

Please read and follow the instructions below because it will save you time and effort in the scheduling process for your presentation.

1. You will need to schedule a time for a room in the master book, which is located in Room 101 of the Science and Engineering Building (See Ms. Rogers). You are allowed to schedule your presentation and one practice session. **Periodically, the book will be audited; therefore, if you have scheduled more times than allowed or blocked more than one hour per session, you will run the risk of having all of your times erased.** There are many groups; therefore, we try to make sure there is time for all practices and presentations.

Most classrooms are equipped with a projection system including: EGC 203, 204A, 208, 209, 217, 218, 220, 225A, 225B and SEB 110, 143, 144, 201, 202.

2. You must give Ms. Rogers the completed Check Sheet for Scheduling a PDR/CDR once you have approved this with your project manager (Senior Design instructor), client, and technical advisor(s). **Until Ms. Rogers has all three of these approvals, the room is still considered available.** If another group needs your scheduled time before you have completed the three steps and they have completed all three steps, the group who has completed all three steps will have priority over the room and time. It is important that you inform Ms. Rogers of scheduling as soon as you can as she keeps this information for the faculty and places it on the web.
3. Rescheduling (changing presentation times, room changes, etc.) requires a new Check Sheet for Scheduling a PDR/CDR submitted to Ms. Rogers and making the appropriate changes to the master scheduling book. **An e-mail notice of any change is not sufficient.**
4. **Since you will be involving yourselves with office staff and procedures during this process, you need to understand that you must follow their procedures.** One of the most confusing issues from the past seems to occur when design groups schedule their practice/presentation times outside of “normal University hours.” The office work day begins at 8:30 a.m. and ends at 5:00 p.m. If you wish to schedule hours before or after these hours (even 8:00 a.m.), you will need to approve this with your instructor so that he/she will be available to let you into the room.