

**Policy and Procedure Document
Virginia Institute of Marine Science
William & Mary**



Number: PPD - 0606
Subject: Technology Classroom Reservation Procedure

1. Graduate and Undergraduate Classes – Scheduling for Batten School & VIMS graduate and undergraduate courses in the Technology Classroom is done by the Batten School & VIMS Graduate Registrar. Once the course schedule for the semester is finalized and faculty are notified, individual faculty should make requests to use the Technology Classroom for a course and for lab sessions directly to the Registrar. Additional sessions for course assignments or lab sessions may be reserved by contacting the Registrar (x7106). Regularly scheduled classes have card swipe access to the Technology Classroom, based on the course roster of enrolled students.
2. Internal VIMS Programs – Batten School & VIMS faculty, staff or students who wish to use the Technology Classroom outside of regularly scheduled classes, such as for a workshop or to host an education program, should make a request through the Office for Academic Affairs. Requests for use of the room by Batten School & VIMS personnel should be submitted no later than two (2) weeks before the program start date using the [Technology Classroom Request Form](#). Contact the Batten School & VIMS Graduate Registrar to initiate the form in DocuSign, which includes automatic routing to VIMS Information Technology and Academic Affairs for required approvals. Confirmation of the reservation will be sent within 48 hours of receipt of the request. When submitting a request, a potential user will be required to identify Batten School & VIMS personnel who will supervise external users. Please recognize that the user group assumes liability for any damage to hardware, software or other equipment in the classroom.
3. External Groups - Given the nature of the facility, we are unable to accommodate groups that are not hosted by Batten School & VIMS personnel.

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