25Live

https://25live.collegenet.com/wsu/scheduling

How Request a Space

- **Navigate to 25Live**: https://25live.collegenet.com/wsu/scheduling
- Select **Create an Event**
- **Follow the instructions** to create an event. Use **Event Type**: **25L Pullman RSO Student Group Meeting**.
- **Repeating events:** Exclude dates during WSU Holidays or Breaks; they will not be scheduled.
- **Separate requests by semester.**
- **Editing Events:** You can edit an event in DRAFT mode. To change or cancel the event after it is CONFIRMED, email: ro.eventscheduling@wsu.edu

Frequently Asked Questions

- **Why didn't I get the room I requested?** Events are CONFIRMED in the order received. Academic Events have priority.
- **How do I know that you received my request?** Use 25Live to "Search by Event". Use the dropdown to find events you requested. Events start in DRAFT mode and may be edited until they are CONFIRMED.
- **My request for the first week of class has not been confirmed yet. I requested the space in July. Why not?** Requests during the first two weeks of class are confirmed 1-2 days prior to the event.

First 10 Days

- Requests for space during the first two weeks of classes are special.
- **Academic courses and events receive priority.** Event locations may be moved for an academic event.
- **Week 1 & 2 of Classes:** Requests are approved 1-2 days prior to the event.
- Do not include the first two weeks of classes in any repeating event
- Schedule events that include 10th Day Requests separately.

After 10th Day

- Requests for space after the first two weeks are known as **10th Day Requests**.
- **Week 3 of Classes:** Requests are approved 1-7 days prior to the event depending on the number of requests.
- **Week 4+ Requests:** Allow at least 48 hours for requests to be reviewed and approved. Requests received less than 2 days prior to the event may not be confirmed.
- **Weekend Requests:** Submit no later than 8am the Friday prior to the weekend.

GUC Room Requests

- Reservations for General University Classrooms (GUC) are requested via **25Live**.

- Phone calls or email requests for reservations **are not accepted**.

- RSOs may request GUC spaces only.

- Requests for space during the first 10 days of classes are different. See **First 10 Days** and **After 10th Day**.

RSO Event Type

- Use the event type: **25L Pullman - RSO Student Group Meeting**

- Other Event Types will be denied for RSOs.

Priority System

- Academic/Departmental events have priority over GUC spaces. This may result in moving or cancelling an RSO event.

Who Can Schedule Space?

- WSU Registered Student Organizations (RSOs)

- WSU Academic Departments & Administrative Units

How Do I Cancel?

- **Draft Events:** Change the title to "Cancel".

- **Confirmed Events:** ro.eventscheduling@wsu.edu

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For More Information:

https://registrar.schedule.wsu.edu/event-scheduling

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WASHINGTON STATE UNIVERSITY

Registered Student Organizations (RSO)

Room Requests in 25Live

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