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.

How Request a Space

- 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.
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

For More Information:

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

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