

Instructions for scheduling rooms and computer labs

1. View availability of rooms and labs. [Room and Lab Schedules]

2. To **schedule a classroom** or **computer lab** (Room 101 or 215), please send an email to Kelli Messer at kgmesser@olemiss.edu with the following information.
 - a. Name of person making request
 - b. Faculty/staff who will use the room
 - i. Name
 - ii. Phone
 - iii. Email
 - c. Title of Event, Meeting, or Course (i.e. EDCI 351)
 - d. Room number
 - e. Date(s)
 - f. Time (start/end)
 - g. Special instructions (if any)

3. **MOBILE LABS WILL BE UNAVAILABLE UNTIL JUNE 22, 2009.**
To **schedule a mobile lab** (2 carts with 20 laptops each), please send an email to Leo at yvan@olemiss.edu with the following information.
 - a. Name of person making request
 - b. Faculty/staff who will use the room
 - i. Name
 - ii. Phone
 - iii. Email
 - c. Title of Event, Meeting, or Course (i.e. EDCI 351)
 - d. Room number to deliver cart to
 - e. Number of carts (one or both)
 - f. Date(s)
 - g. Time (start/end)
 - h. Special instructions (if any)

Please note that the mobile labs can be scheduled for a maximum of one week at a time. Schedule at least two days in advance to ensure delivery to your classroom.