25Live Guidelines for Public Safety Liaisons / Approvers of Academic Spaces

- Classrooms ("Spaces") are known as "Locations" in 25Live.
- Definition of "Public Safety Liaison" – in the context of approvals in 25Live, "Public Safety Liaison" will refer to anyone who has the ability, responsibility, and oversight for approving a space. This could refer to an entire building or just one classroom.
- The Class Schedule process begins with the scheduling program known as CLSS (nextcatalog.towson.edu/wen). Classes are not scheduled into 25Live.
- No events can be reserved in classrooms until after the academic class schedule is built. Typically, this means waiting until the Registrar gives the word that we can release the rooms. We will let you know when this happens. For questions, contact Suzanne Hill or rooms@towson.edu.
- If you, as a Public Safety Liaison, get a request for a space that you believe should not be filled, you have the ability and the right to deny the request. You can leave comments in the event or send an email to communicate the nature or the reason for the denial. Alternatively you could suggest an alternate room. It is better to deny a classroom than to cancel a request.
- Each classroom has a disclaimer and notes that the Public Safety Liaisons have provided us. These notations are included in confirmations that get sent to room requesters. If the wording on these notes needs to be updated, contact Suzanne Hill or rooms@towson.edu.
- No Holds should be placed on classrooms. If you need a hold on a classroom for a class you intend to add or for a course that has not been approved yet, submit it as a Hold section via CLSS.
- In 25Live, you may see an event marked "Tentative." "Tentative" does not mean "this event might not take place." A "Tentative" request can still be edited. If the Public Safety Liaison changes an event's status to "Confirmed" it can no longer be edited.
- 25Live enforces a buffer time of 5 minutes between classes [5 minutes pre-class time and 5 minutes post-class time].
- Final Exam Week: Events should not be scheduled in academic buildings / spaces during Final Exam week. Due to the nature of the date tables in PeopleSoft, the final exams don't display "correctly" in 25Live during Final Exam week. Any requests will need to go through us. Any conflict for a room during Final Exams week would be sent to us by the Dept Admin.
- Use the Technology Room Listing to view the properties or features of a multimedia classroom, or send it to requesters if they ask about a room: https://webapps.towson.edu/classroomtechnology/virtualtour

Thank you!
sahill@towson.edu