RE: ACCESS TO REGISTRAR-CONTROLLED CLASSROOMS FOR FALL

The university continues to move forward with providing access to campus spaces in alignment with public health guidelines. The following provides updated information regarding classroom spaces in those instances where an instructor requires a classroom to record quality courses that would otherwise not be possible in the home setting or from the instructor’s office.

As a reminder, work from home should be the first choice for the majority of our work. At all times, workplace safety measures should be followed as per the Workplace Health and Safety Guidance.

An initial fall timetable was made available earlier this year during initial scheduling efforts. However, due to significant changes due to subsequent COVID efforts, that room schedule should no longer be considered valid and the rooms cannot be guaranteed to be available. Bookings for available classrooms can be made through the Registrar’s Office via bookings@mcmaster.ca. The Registrar’s Office has identified a list of rooms to be used for recordings and can work with you to find one to suit your needs.

Slots will be made available that provide 1.5 hours of availability, beginning on the quarter hour, every hour. This allows time before and after the traditional 50-minute teaching slot for setup and closure. There will also be a half hour scheduled between slots to further buffer entries and exits. Slots are aligned to the teaching patterns of the university to facilitate instances where the class is being delivered synchronously.

Your slot will be confirmed by the scheduling team and your booking confirmation will provide necessary information about technology support, podium codes, and safety information. Please read the confirmation email prior to attending campus.

Booking through the Registrar’s Office will also assist in providing information about building usage for services such as cleaning and security.

Thank you for your assistance.

Melissa Pool
University Registrar