

**Room Scheduling Information:**

Please email [frontdesk@psych.ucsbs.edu](mailto:frontdesk@psych.ucsbs.edu) to schedule

**Helpful tip:** *The website has a link to the calendar for each room. Click the room you would like to request to check the availability. Switch from the default month view to a week view to see existing reservation start and end times.*

| Room | Location         | Style     | Capacity    |
|------|------------------|-----------|-------------|
| 1312 | Sage Room (551)  | Seminar   | 60          |
| 1327 | Psych (551)      | Seminar   | 26          |
| 2800 | Psych East (251) | Lab       | 11 Cubicles |
| 2822 | Psych East (251) | Classroom | 26          |
| 3834 | Psych East (251) | Classroom | 24          |
| 1822 | Psych East (251) | Seminar   | 10          |

**Note:** Sage Center events have priority in room 1312 and reservation requests may need an additional approval by Sage Center staff.

|                   |   |
|-------------------|---|
| <b>Priority 1</b> | Regularly scheduled courses/sections                          |
| <b>Priority 2</b> | Review Sessions / Special Exams (DSP)                         |
| <b>Priority 3</b> | Departmental Colloquia/Meetings                               |
| <b>Priority 4</b> | Research (only when faculty lab cannot accommodate the study) |

Review sessions, special exams and departmental colloquia/meetings should be scheduled two weeks in advance when possible.

Research cannot be scheduled more than two weeks in advance of the need, up to a maximum of 8 hours/week/faculty member or graduate student.

Room reservations (after departmental priorities have been scheduled) are on a first come, first served basis as the Moderator receives them.

Please remember to include all pertinent information including day, time, length of reservation, start and end dates for recurring requests and a title for your reservation.

The room reservation calendar shows the time, name and name of user who scheduled the event and is viewable by the entire campus.

The Moderator will email with a confirmation once the reservation has been made.

Email [scheduling@psych.ucsbs.edu](mailto:scheduling@psych.ucsbs.edu) for one-time scheduling of rooms that are not controlled by Psychological and Brain Sciences Department.