

Room Assignments

The dean will make classroom assignments when a class is scheduled. In the event an assigned classroom will not accommodate the number of students enrolled in the section, the instructor should notify the lead instructor, department head, and school. Every attempt will be made to reschedule the class in another room.

Room Changes

If a classroom change is necessary, the Office of Academic Affairs must be notified for the change to be entered into Banner. Classroom reassignments become official only when approved by the Office of Academic Affairs and entered into the master schedule.

Food and Drinks

Food and drinks are strictly forbidden in classrooms and laboratories because of the mess created, possible disturbance to other people, and destruction to the equipment and facilities.

Building Temperatures

Temperature/building guidelines can be viewed at <http://www.osuokc.edu/energyed/>. Temperature and air circulation in buildings are centrally and automatically controlled to provide pre-established energy-efficient operating conditions during normal working hours in both summer and winter. Conditions are often changed after normal working hours further reducing energy consumption. Facilities operations personnel calibrate all thermostats. You are cautioned not to adjust any thermostat.

Report any problems to the department.



Energy Education

The OSU Energy Management Program is a behavior-based program designed to reduce energy consumption on each of its five (5) branch campuses: OSU-Stillwater, OSU-Oklahoma City, OSU-Tulsa, Center for Health Sciences, and OSU-IT in Okmulgee. Energy managers at each of the branch campuses work with faculty, staff, and students to identify and implement ways to reduce utility usage, per OSU Energy Guidelines. Since the program began in July 2007, OSU has saved millions of dollars in energy costs.

For More Information: <https://fm.okstate.edu/energy-services/energy-management/about/>