Quick Tips on Reserving Academic Space for Student Organizations:

- All student organizations are required to register with the Office of Student Involvement in order to access various services, including academic room reservations. Student organizations must register on MyInvolvement.org, and designate no more than 2 members to serve as Reservation Coordinators. The Reservation Coordinators will have reservation privileges during the academic year.
- Reservations for academic space are submitted through Virtual EMS. To reserve academic space, Reservation Coordinators will need to log into Virtual EMS with their NetID and password.
- Student organizations can reserve academic space beginning two weeks after the first day of classes until the last day of classes for each semester. For Spring 2016, these dates are Wednesday, February 3rd – Wednesday, May 4th.
- Requests for space must be submitted a minimum of 3 business days in advance. This means the first allowable meeting date will be Saturday, February 6th.
- In terms of academic space, student organizations are limited to a specific set of rooms in the Lecture Centers, Humanities, and Education buildings.
- Student organizations can request space for the following times: Monday – Friday: 7:15pm - 11:00pm; Weekends: 8:00am - 10:00pm.
- Academic space can only be reserved when classes are in session and cannot be reserved on Reading Day or during Final Exams.
- Room availability and characteristics/features may be viewed on Virtual EMS. On the top menu bar, place your cursor over “Browse” and select “Browse for Space”. Click on the room of your choice to view its features and availability.
- A confirmation email will be sent from the Registrar’s Office to the requestor once the reservation is confirmed.
- The Registrar’s Office reserves the right to cancel any reservation at our discretion.
- There are separate forms for other venues, such as the CC and PAC, but those venues are not managed by the Registrar’s Office.
- The Registrar will not accept reservations on the phone or at the counter.
- For information about existing academic space reservations you may contact the Registrar at scheduling@albany.edu.
- For questions about access to MyInvolvement, Virtual EMS, or general questions about reservation of academic space by student organizations, please contact the Office of Student Involvement in Campus Center 130 or at (518) 442-5566 or involvement@albany.edu.