



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

HSC OP: 56.05, Classroom Scheduling and Usage, the  
Director of Classroom Support and the Chair of the Academic Affairs Council.

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**POLICY:**

**1. Administration**

Classroom usage and scheduling is the responsibility of TTUHSC Classroom Support and the designated individuals at each regional campus.

(1) **Summer** academic schedules are due **Feb 15, 2024** (c)8

the following guidelines:

- (1) **Schedule time.** Classrooms can be reserved for times after 5 p.m. until 8 a.m

**6. Related Statutes, Policies, and Requirements**

*Digital Millennium Copyright Act*

[Digital Millennium Copyright Act of 1998](#)

*Health Insurance Portability and Accountability Act*

[HIPAA, Title 45, Subtitle A, Subchapter C, Part 164](#)

*Payment Card Industry (PCI) Data Security Standard (DSS)*

[PCI-DSS: 12.2 Acceptable Usage](#)

*Texas Administrative Code*

[TAC 202, Subchapter C, 70-76](#)

*Texas Public Information Act*

[Texas Public Information Act](#)

*Texas Security Control Standards Catalog*

[Texas DIR Security Control Standards Catalog](#)

*TTUHSC IT Roles and Responsibilities*

**7. Document Details**

**Approval and Ownership**

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