GA CLASSROOM ASSIGNMENT PROCEDURES POST-PUBLICATION

REASONS YOU MAY WANT TO CHANGE A CLASSROOM ASSIGNMENT

- A preferable room is available
- Larger enrollment (over 115% of room capacity)
- Time/day changes where all students will be notified by the department
- New special facilities needs
- Accommodations for disabled instructor and/or students

PROCEDURES FOR GENERAL ASSIGNMENT CLASSROOM ASSIGNMENTS

Requests for new classrooms must be initiated in CSB. Changes to time, day, GA room & building, and requested room capacity will initiate a room request. Changes made only to enrollment capacity or classroom characteristics will not initiate a room request. Requests for specific room characteristics must be accompanied by a change to the facility ID (i.e., you must enter “Pending Room” or request a specific room).

Room assignments will be confirmed by email within 48 hours. If you do not receive an email within 48 hours, please contact Curricular Services to be sure that your request has been processed. Until you receive confirmation from Curricular Services, the facility ID shown in CSB/SIS should not be considered valid. The interface will automatically update the Rooms field once the room assignment information is sent back to CSB/SIS from R25. There could be a delay between your email confirmation and the update to CSB/SIS. Do not change CSB to agree with the email.

YOU CAN DETERMINE ROOM AVAILABILITY AND REQUEST A SPECIFIC CLASSROOM

If you need a GA classroom (either for a change, or for a newly added section) you may want to request a specific classroom that meets your needs and is not already scheduled or requested by another class. Department reps should use 25Live to view classroom availability. Once you have determined that a room is available, you may enter it in the Room field in CSB.

You may also request that Curricular Services assign a GA room by entering “Pending Room” in the Room field. Keep in mind that classroom space is very limited at most hours.