

**TBA Room Designations** – This should only be used if you do not need our office to locate and schedule a room. Once TBA has been entered it will appear completed to our office unless we are notified at a later time.

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**Special Room Requests** – Now is the time for your instructors to make special requests for rooms. Please make every effort to let them know that it will be very difficult to get special rooms if they do not document their request during this processing period. Please enter any specific requests in the **“Non-Print Note”** (NO) field under the **Course Notes Update screen** (go cn). Although we cannot guarantee a specific room, we will make an effort to accommodate your requests. **Note:** The non-print note will only work if used during on-line scheduling

If an instructor wants a particular room, verify that the seats offered are not over the “capacity” of the room by going to the room book (go rmbook) and pressing the “F5” key or room lookup (go rm). Otherwise, they will be moved to a room that matches its size.

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**Room Book (go rmbook)** - This tool allows you to view the schedule for a particular classroom. During on-line scheduling you can place a class in any room where your department has priority. You can also use the room book to help you determine where you have empty time slots. We encourage you to fill these slots first. Do not be concerned with room conflicts between other departments because these will be resolved when our office works with the final room scheduling is done. Pressing “F5” in the room book will allow you to view the classes and/or special events that are in the room.

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**Room Conflicts** – You can also use the room book to solve some of the room conflicts for your classes. If your class conflicts with another department that has the same priority, we ask that departments resolve the conflict among themselves. Please remember that room priority ends once your on-line scheduling access is turned off. It is best to make the most of your space at this time. An additional screen that would help is “conflicting class lookup” (go rmstat). This screen would show conflicts within your own department.

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