Requesting a New Room

1. Click the “Room” drop-down menu.

2. Select “General Assignment Room.”

3. To request a specific room or building, click the Edit (Pencil) icon next to “Room Attributes”.
   a. Note: “Room Attributes” only appears if “General Assignment Room” is selected.

4. On the Room Attributes pop-up, click the green plus icon in the upper right-hand corner.

5. Select “Special Request” from the drop-down list.
   a. Note: If applicable, you could select one of the other options available on that list of Room Attribute (i.e. PC Computer Lab, Extra Whiteboard Space).
6. Click “Accept” on the Room Attributes pop-up.

7. In Comments, enter in the following comment:
   **Room Request: <enter desired room options or building>
   a. Be sure to start your comment with **Room Request: to ensure that it will get picked up correctly in the workflow review.
   b. If your requested room is not available, the Registrar’s Office may assign you a comparable room or deny/rollback your request in CLSS with an explanation.
   c. Note: Do not delete any existing comments. Just add the new Room Request comment to the end of any existing comments.