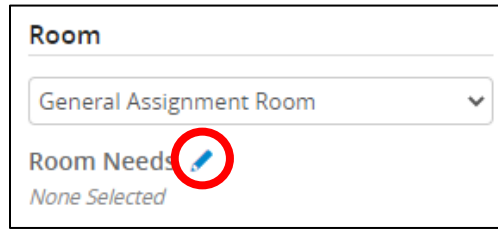



Submitting a Room Need Request (General Assignment Rooms)

1. Select General Assignment Room and then click the Edit (pencil) icon next to Room Needs.
 - a. Note: Room Needs will only display if you have General Assignment Room selected.



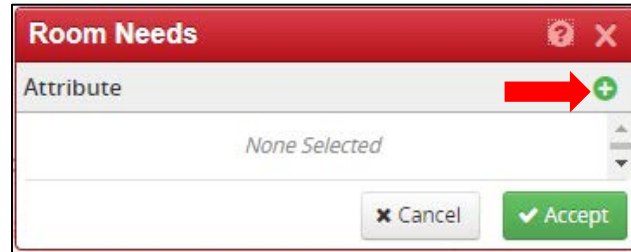
Room

General Assignment Room


Room Needs 

None Selected

2. On the Rooms Needs pop-up, click the green plus icon.



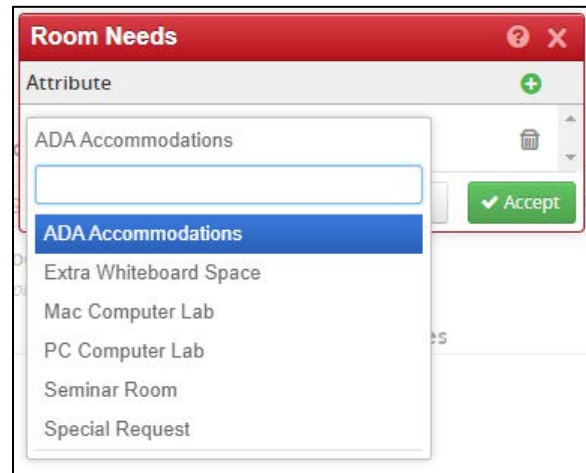
Room Needs

Attribute 


None Selected

Cancel Accept

3. Select the appropriate option from the drop-down list. See page 2 for an explanation of each option.



Room Needs

Attribute 

ADA Accommodations

ADA Accommodations

Extra Whiteboard Space

Mac Computer Lab

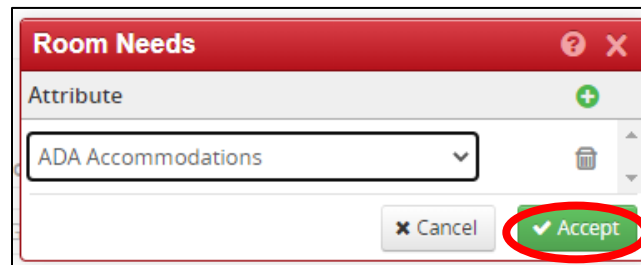
PC Computer Lab

Seminar Room


Special Request

Accept


4. Click Accept



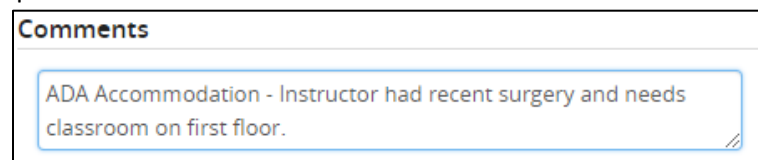
Room Needs

Attribute 

ADA Accommodations

Cancel 

5. In the comments, please explain your request and provide any additional information that might be needed to accommodate your request.



Comments

ADA Accommodation - Instructor had recent surgery and needs classroom on first floor.

Room Need	Explanation
ADA Accommodations	Used to indicate that an instructor needs specific ADA accommodations, such as needing a first-floor classroom or needing classes to be in a specific building near their office due to mobility issues. Please provide the specifics of your request in the comments (e.g. Need first-floor classroom due to recent knee surgery).
Extra Whiteboard Space	Typically used by subjects like Math and Accounting courses that might need a room with extra whiteboard space to accommodate student activities.
Mac Computer Lab	Used if the course needs a Mac computer lab (i.e. for graphic design courses)
PC Computer Lab	Used if the course needs a regular PC computer lab.
Seminar Room	Used if the course wants to use a seminar-style room to facilitate easier group discussions. Note that seminar rooms are typically smaller (16-24 capacity) and primarily located in Escalante Hall.
Special Request	Used to indicate that you want a specific general classroom or building. It may not be possible to accommodate special requests during the initial Room Placement and optimization processes. However, if you know of an open room after the Room Placement phase, you can use Special Request to specify what you are wanting. Please provide the specifics of your request in the comments.