

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 SIS. The transactional interface, which communicates between SIS and 25Live (our room scheduling program), captures changes to time, day, GA room & building, and requested room capacity. It does not capture changes made only to enrollment capacity or classroom characteristics. Requests for specific room characteristics must be accompanied by a change to the facility ID (i.e., you must enter "0000 GA RM" 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 SIS should not be considered valid. The interface will automatically update the facility ID once the room assignment information is sent back to SIS from 25Live. There could be a delay between your email confirmation and the update to SIS. Do not change SIS to agree with the email.

YOU CAN DETERMINE ROOM AVAILABILTY 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. Department reps can also use the Class Facility Usage page (*Curriculum Management > Facility and Event Information > Class Facility Usage*) to find a classroom that is not already scheduled or requested, but remember that SIS does not contain any special events. Once you have determined that the room is available, enter the building number and room in the facility ID field.

You may also request that Curricular Services assign a GA room by entering "0000 GA RM" in the facility ID field. Keep in mind that classroom space is very limited at most hours.