

Room Scheduling - Instructional Exceptions

Instructional exception is one-time or short term meeting of a class (with a course number) in a different room(s)

INSTRUCTIONAL EXCEPTIONS START
Instructor decides on need for instructional exception

Define room needs

- Course number
- Course date(s)
- Course day(s)
- Course meeting time(s)
- Room type (lab, PC, conference, etc.) or room number
- Room size/capacity
- Furniture configuration setup
- Room amenities or equipment
- Internet access (wireless or hard line)
- Environment controls (air conditioned, lighting, etc.)
- Audio/visual equipment (not part of room amenities/equipment)
- Instructor preferences

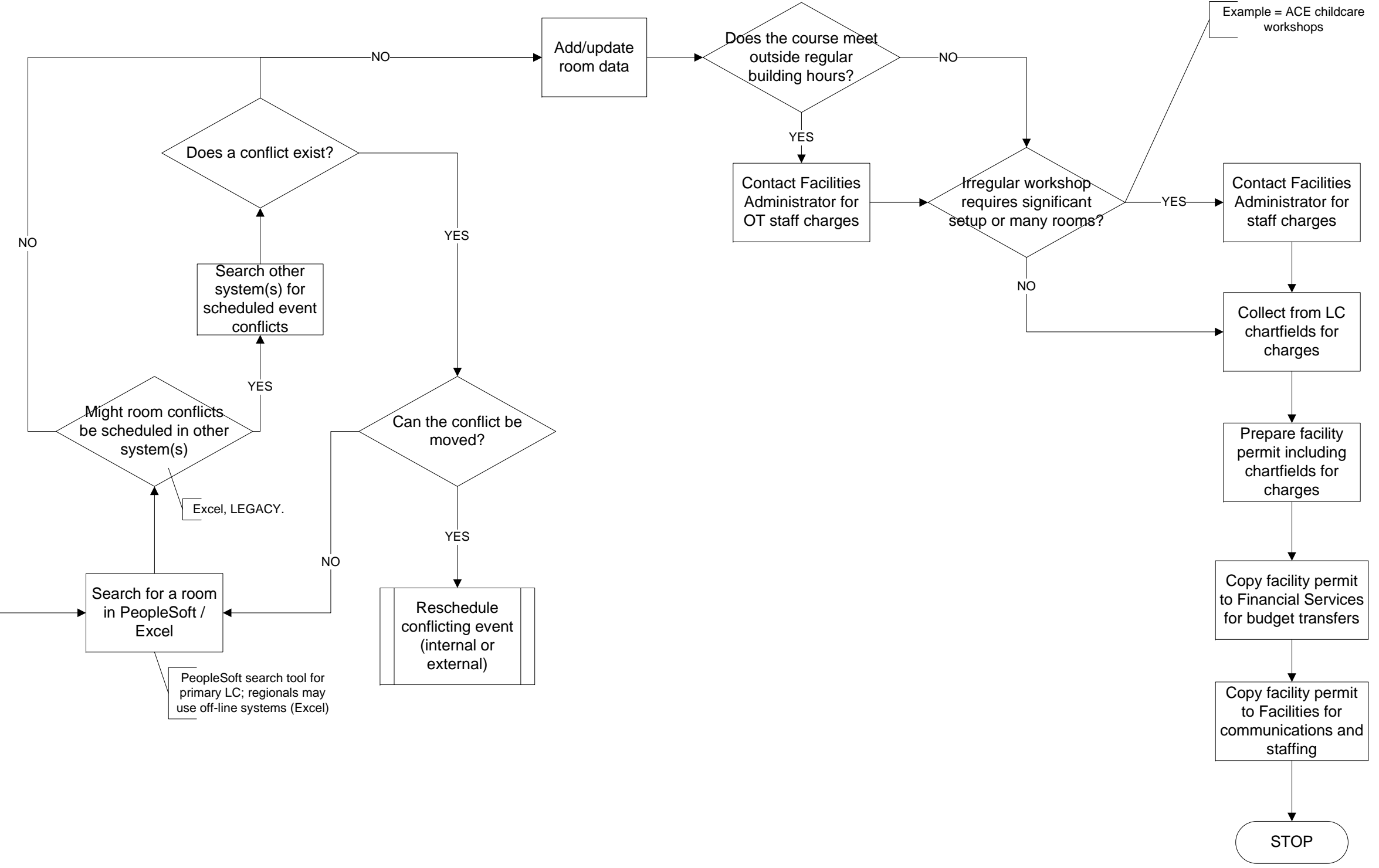
Squat in space

Contact scheduler

Documented as part of actual process but not to be standard – all room use to be formally scheduled

Scheduler authorized to reserve room(s)?

Access Schedule Matrix for appropriate scheduler



Example = ACE childcare workshops

Excel, LEGACY.

PeopleSoft search tool for primary LC; regionals may use off-line systems (Excel)