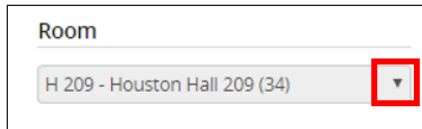


## Requesting a New Room

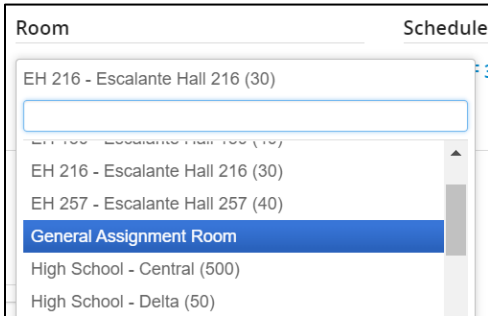
1. Click the "Room" drop-down menu.



Room

H 209 - Houston Hall 209 (34)

2. Select "General Assignment Room."



Room

Schedule

EH 216 - Escalante Hall 216 (30)

EH 216 - Escalante Hall 216 (30)

EH 216 - Escalante Hall 216 (30)

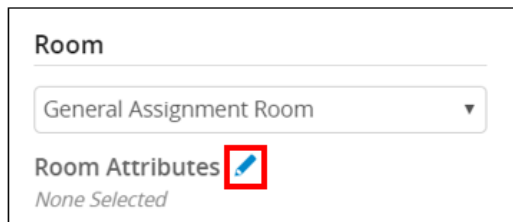
EH 257 - Escalante Hall 257 (40)

**General Assignment Room**

High School - Central (500)


High School - Delta (50)

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.



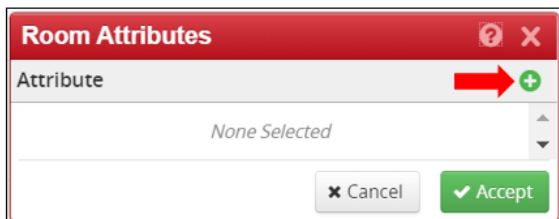
Room

General Assignment Room


Room Attributes 

None Selected

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



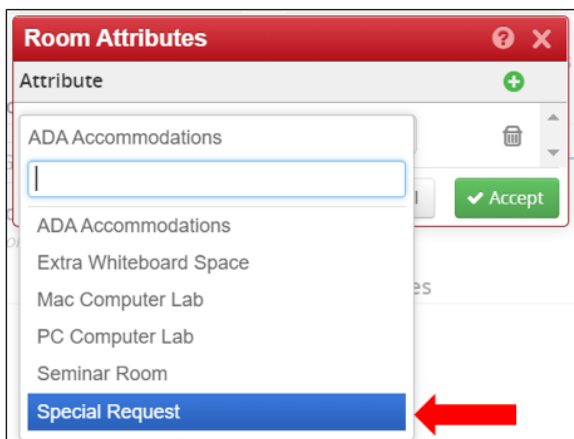
Room Attributes

Attribute 


None Selected

Cancel Accept

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).



Room Attributes

Attribute 

ADA Accommodations

ADA Accommodations

Extra Whiteboard Space

Mac Computer Lab

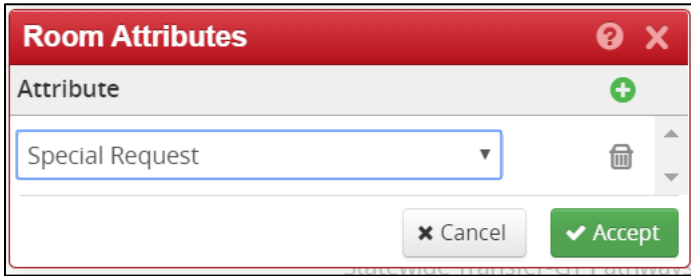
PC Computer Lab

Seminar Room

**Special Request**

Accept

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>

- Be sure to start your comment with **\*\*Room Request:** to ensure that it will get picked up correctly in the workflow review.
- 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.
- Note: Do not delete any existing comments. Just add the new Room Request comment to the end of any existing comments.

