

Add or Change Classroom

Introduction

Classrooms are maintained on the Meetings tab in the Schedule of Classes. There are two fields in which classrooms can be requested: Facility ID, in which one of a department's reserved classrooms can be assigned; and Requested Room, in which one of the University Registrar's reserved rooms can be requested.

The University Registrar's office uses the data entered into the Facility ID and Requested Room fields to assign classrooms in our online reservation system. Final classroom assignments are loaded from our reservation system into SIS.

Please note: SIS does not check for classroom scheduling conflicts. Departments should take care not to double book the classrooms for which they have responsibility. The University Registrar's Office reviews the rooms requested in the Requested Room field and will resolve scheduling conflicts for rooms owned by the University Registrar's Office.

This guide will describe how to add a classroom or change a classroom listed on a class section.

This change cannot be made when Display in Class Search is checked. If the Display in Class Search checkbox is checked and a classroom change needs to be made, contact courses@case.edu for assistance. For more on the Display in Class Search checkbox, see the guide The Finished Product.

Add or Change a Classroom

1. [Login to SIS](#) with your CWRU ID and associated passphrase. From the Staff Home page, select the **SOC WorkCenter** tile, and then choose **Maintain Schedule of Classes**.

Alternatively, use the menu and navigate to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

The **Maintain Schedule of Classes** search screen appears.

2. Look up **Academic Institution** and select CASE1.
3. Click Look up **Term** and select the appropriate term from the list.
4. Click **Search**.

All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class from the search results.

17. Click the **Save** button.

This completes the process of adding or changing a classroom.

Refer to other guides to assist with additional edits to the schedule of classes.