ROOM ASSIGNMENT WINDOW CHECKLIST

This checklist is designed to guide you through the tasks to be completed during the Room Assignment Window. Information is provided about each task, as well as helpful hints to assist you. If you have questions, please call Classroom Scheduling at 2-0313 or send email to scheduling@berkeley.edu.

ROOM REQUESTS ON CAMPUS SOLUTIONS
https://bscint.is.berkeley.edu

SCHEDULER’S TOOLBOX
http://sisproject.berkeley.edu/classroom/scheduling/toolbox

☐ Minimum Room Request Information: The minimum information required for each class offering to receive an assignment in a general assignment classroom is to set up the following in Campus Solutions (to navigate click Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes):

1. Meetings Tab where the Meeting Pattern Facility ID is equal to REQGA, has Mtg Start and Mtg End times ending in 29 and 59, and the days of the week boxes are checked.
2. Enrollment Cntrl Tab where the Enrollment Control Requested Room Capacity is equal to the actual capacity of the room requested.

Helpful Hint: The smallest classroom in the general assignment classroom inventory seats 14 and the largest seats 527. Be sure to enter the actual capacity of the room requested. The old room assignment algorithm would assign rooms up to 10% below the requested capacity, but the new algorithm will use the Requested Room Capacity as an absolute minimum. Please see the Guide to Requesting Room Capacities at http://sisproject.berkeley.edu/classroom/scheduling/room-capacities for details.

☐ Requested Hours: * Your department may request up to the number of allowable hours. This figure represents the numbers of hours per week scheduled in general assignment classrooms in the previous corresponding term plus 10%. Sections without enrollment are not included. Please note that it is campus policy for academic departments to always use departmentally controlled space before requesting general assignment classrooms.

☐ 50% MWF-TT Guidelines: * To further maximize the use of general assignment classrooms, there are guidelines recommending an allocation of a 50/50 percentage split on MWF/MW, WF, MF versus TT for three-hour time slots.

2. If there’s an odd number of class sections, the extra one will not be included in the calculation.

☐ Standard Time Blocks: * These are used to minimize the number of unused half hours and are instrumental in accommodating room switches. Submit room requests for general assignment classrooms using standard time blocks as listed at http://sisproject.berkeley.edu/classroom/scheduling/policies/f16-onward. A general assignment classroom will not be assigned for classes requesting a non-standard time block. Classes offered in non-standard time block configurations must be scheduled in departmentally controlled space.
**Prime Time Allowance**: *To distribute general assignment classrooms more evenly throughout the day and reduce the most impacted times that occur during prime time, departments may submit up to 70% of requests for general assignment classrooms in prime time for primary sections and secondary sections. Both categories of section types must each achieve no more than 70% in prime time and 30% in non-prime time. Prime time is highlighted in blue at [http://sisproject.berkeley.edu/classroom/scheduling/policies/f16-onward](http://sisproject.berkeley.edu/classroom/scheduling/policies/f16-onward).*

1. Prime time now includes TT 3:30-5:00pm and any Tuesday and/or Thursday that begins before 5:00pm.
2. Prime time no longer includes MWF 12:00pm or later.
3. Prime time no longer includes MTWTF 1:00pm or later.

**Helpful Hint**: We recommend that you consult with other academic departments to avoid offering classes at the same time if they are prerequisites or required classes. We suggest you vary the requested class meeting days and times between MWF and TT time slots so that students do not find all the classes they need to take offered basically on the same day and at the same time.

**Room Characteristics**: Indicate requests directly on the Maintain Schedule of Classes Meetings Tab under Room Characteristics. You may select from 29 characteristics by clicking on the Lookup icon and selecting the appropriate characteristic. Each room characteristic must be in a separate row. Definitions can be found at [http://sisproject.berkeley.edu/sites/default/files/CS_Room_Characteristics.pdf](http://sisproject.berkeley.edu/sites/default/files/CS_Room_Characteristics.pdf).

**Helpful Hint**: If a particular characteristic is essential to the success of the class, be sure to request it. If the characteristic is not essential, do not request it. Please note that the room assignment algorithm will assign a classroom only when there is an exact match between the requested attributes and the attributes available in each classroom. Requesting a large number of attributes may prevent a class from receiving any room assignment.

**Building Preferences**: This has already been set up for your department based on prior communications. The room assignment algorithm is designed to assign classrooms based on multiple building categories. If your department wants to change their building preferences, please send email to scheduling@berkeley.edu.

**Non-15 Week Classes**: Classroom Scheduling does not provide room assignments for classes that meet less than the entire length of the semester. Doing so doesn’t constitute good utilization of space as rooms would be used part of the term and sit empty the rest. This is especially a concern considering increased enrollment and ongoing renovations/seismic construction projects. Please note you must schedule these classes in either departmentally controlled classrooms or residential hall classrooms.

**Cross-listed Classes and Room Shares**: Classroom Scheduling staff will be setting these up as “combined sections” based on data imported from DB2. To assign department space or request a general assignment classroom, navigate to Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings. On the Meetings Tab in the Meeting Pattern Facility ID, either enter department space or REQGA. Any new class offerings need to be set up as “combined sections”. Instructions to do so are on the Campus Solutions Training &
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Documentation web page at [http://sisproject.berkeley.edu/classroom/scheduling/cs-training-and-documentation](http://sisproject.berkeley.edu/classroom/scheduling/cs-training-and-documentation). Please note that if a class is officially cross-listed, it is considered a single class where all parts must be offered.

**Helpful Hint:** If your department would like to offer their part of a cross-listed class solo, please submit a course proposal, using the original course as a template, requesting a non-cross-listed version of it on the Course Management System at [http://course.berkeley.edu](http://course.berkeley.edu).

- Compliance Dashboard: As you enter your data, the Campus Solutions compliance dashboard will calculate the prime-time 70/30 split, 50/50 weekday split, GA hours limit, standard meeting patterns, capacity limits, non-15-week classes, primary/2nd meeting conflicts, and internal meeting conflicts. To navigate click Main Menu > CAL Components > Student Records > Compliance Dashboard. You can confirm this by running various reports. Please see the next step for instructions.

- Running Reports: To navigate to reports in Campus Solutions, click Main Menu > Reporting Tools > Query > Query Viewer. Under “Search By” select “Query Name” in the drop down menu, and type “UCCS_R” in the “begins with” field then click Search. Under the Description column, navigate to the appropriate report (UCCS_R_SCHD_EXTENDED is recommended) and run to Excel by clicking on “Excel”. You will need to disable your pop-up blocker. In the new tab, input the “term”, the department under “Academic Org” or the cluster under “Academic Cluster”, and click on View Results.

*The Campus Committee on Classroom Policy and Management (CCCPM) approves room assignment policies for the allocation of general assignment classrooms.*