OFFERINGS PLANNER: Workflow for Room Change

2. Select the Registrar tab.
3. Select Offerings Planner.
4. Search or browse for your offerings using one of the methods below to find the course you wish to work with.
   a) Select Browse Courses – Select the correct session first, the Academic Unit or Course Subject, and then click Go.
   b) Select Browse Offerings – Select the correct session first, and select from the various drop down lists to find the course you wish to work with (you may use more than one), then click Go.
   c) Use the search box – Type the subject:course (i.e. 010:003 or RHET:1000) in the Search box located on the left and click Go.
5. Select view next to the section you wish to work with.
6. Once you are on the Edit Section Information (Summary) page, scroll down and click on the Time/Location, and then select edit. If you are currently scheduled in a General Assignment Classroom (GAC) you will be automatically directed to the workflow form. If you are currently scheduled into a non-GAC classroom and wish to move to a GAC room, click on the link, “Yes, change this to general assignment type” you will then be directed to the workflow form.

Example form:

![Section Room Change Form](image)

To modify a time and location in the Registrar's system, you must complete this form and submit it to workflow.

Session: Fall 2009
Course Title: Introduction to Financial Accounting
Subject:Course:Section: ACTG:2100:0003 (06A:001:0003 )
Current time and location: 11:30A - 12:20P MWF C121 PBB
Begin Date: 09/24/2009
End Date: 12/11/2009
Optimum enrollment count: 32

Requested Change :

Please list your preference for the new time and location. If there are any changes to enrollment needs, date ranges, room types, or any other pertinent information please list those updates as well.

Media requirements:

Reason for change :

The department is responsible for notifying students of any time, day or location changes. Approval for time and location information must be obtained from the appropriate room schedulers before a request is submitted on this form.

Submit to Workflow Note: Fields marked with (*) are required
7. Note that the existing course information will be displayed above the free text boxes. The “Requested Change” and “Reason for Change” fields will need to be completed before this form can be submitted into the Workflow process.

8. This completed workflow form will be directed to the appropriate designee as determined by their assigned role to either approve or decline. This form will then be directed to Classroom Scheduling to complete the process of editing and importation to ISIS.

9. Classroom Scheduling will process the Workflow request and will contact the requestor directly with any questions or concerns regarding the submitted form. After the process is complete, the requestor will be notified via email of the new classroom assignment.