Room Preference

This page contains information and instructions on adding a Room Preference to a section in Offerings Planner.

Room Preference Information

Individual General Assignment Classrooms cannot be requested unless certain criteria are met:

- Instructor medical issue
- Sections being taught back to back
- Vicinity to lab materials

A Room Preference can only be added after a time and location is entered and the section has a Planner Status of Planning in Offerings Planner.

How to: select a Room Preference

Click for printable version.
Offerings Planner – Room Preferences

This is how to add Room Preferences for a section in MAUI.

1) After adding a course section, click view link for the desired section.

![Offerings Planner – Sections](image)

2) This link goes to the Summary screen for the selected section.
   - Select Time & Location from the drop down list, or click one of the Time/Location links.

![Offerings Planner – Edit Section Information](image)
3) Click Create new room preference link.

4) Add desired Room Preferences to the textbox.

5) Click Save.

6) You will receive the following message, and the Room Preferences will display on the screen.