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.

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.
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.