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.

![Create new room preference](image)

There are currently no room preferences.

4) Add desired **Room Preferences** to the textbox.

5) Click **Save**.

![Add Room Preferences](image)

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

![Room Preferences displayed on screen](image)

**The room preferences have been updated and saved to the database.**

**General Assignment Preferences**

<table>
<thead>
<tr>
<th>Building Preference</th>
<th>Updated By</th>
<th>Updated On</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Philosophy Building</td>
<td>astaff</td>
<td>08/03/2012 11:05 AM</td>
</tr>
<tr>
<td>delete</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Media Preference**

There are currently no media preferences.

<table>
<thead>
<tr>
<th>Room Preferences</th>
<th>Updated By</th>
<th>Updated On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Movable seats in EPB.</td>
<td>astaff</td>
<td>08/03/2012 11:05 AM</td>
</tr>
<tr>
<td>delete</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>