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.
1) After adding a course section, click the `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.
Offerings Planner – Room Preferences (cont.)

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.