Building Preference

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

Building Preference Information

Buildings that house General Assignment Classrooms are located around campus and are divided into 5 regions with multiple buildings in each region.

- Cleary North: BHC, CB, GILH, NH, PBB, PC, and TH
- Pentacrest: JH, MH, MLH, and SH
- PH East: BBE, PH, SLP, SSH, and VAN
- SCSW: AJB, BCSB, EPB, LC, LIB, SC, and UCC
- South Quad: SQ

The Ad Astra scheduling software will give preference to buildings in the region where the offering department is located. The Building Preference field replicates from like session to like session and can be used to specify a specific building in the home region or to override the normal preference on where a section should be scheduled.

A Building 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 Building Preference

Click for printable version.
**Offerings Planner – Building Preferences**

*This is how to add Building 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 building preference link.

4) Check desired Building Preference from the list.

5) Click Save.

6) You will receive the following message, and the selected Building Preference will display on the screen.