

Century Community and Technical College  
8.13.0.0.1 Procedure for Changing Rooms for Credit Classes

- 1) Send an email request to your dean and/or dean's assistant giving specific days, times and dates and your request to change rooms. (If you have a specific room in mind, please feel free to specify that in your request, however, there is no guarantee this room will be assigned you.)
- 2) The dean will talk to the faculty/staff member and department chair/program director to determine whether or not the change should be recommended.
- 3) If change is approved, the dean and/or dean's assistant will send an email to [roomrequests@century.edu](mailto:roomrequests@century.edu).
- 4) The room scheduler will check room availability and forward a list of available rooms to the dean.
- 5) The dean and/or dean's assistant will ask the faculty/staff member to review the list of available rooms for suitability. No changes should be made until the faculty/staff member looks at the room.
- 6) If the change is acceptable, the dean and/or dean's assistant will email [roomrequests@century.edu](mailto:roomrequests@century.edu) to request the change.
- 7) The room scheduler will email the change to the dean, the dean's assistant and the faculty member.
- 8) Changes will be entered into R25 by the room scheduler.
- 9) Changes will be entered into ISRS by the dean's assistant.
- 10) The dean and the dean's assistant will make sure that the original room and the new room are posted so that students are aware of the change.

**References:** None

**Date Proposed:**

**Date Approved:** 10/12/06

**Date Implemented:** 10/12/06

**Date Revised:** 04/02/07