Room Change Request Instructions – for Chair/Designee

Chair View:

Chairs/Designees access the system at BC Webcentral Portal. Go to the eServices tab and choose "Restricted Administrative Applications" then choose "Room Change Request ('Department')"

Chairs/Designees have two possible functions in the Room Change Application

1) **Review submissions by faculty**: Ensure that either "show all requests" or "show pending requests" is in the drop down and hit "Go". Click on "Process Request" to approve or deny a change request submitted by an instructor. "View request" will show you the status of requests you've already approved or denied. An email will be sent to the instructor notifying them of the approval or denial.

The Room Change Request Application allows you as the Chair or Designee of a department to approve or deny request submitted by professors and also to submit a request for change of assigned room for any course within your department. This application is available once the final rooming grid has been completed by the Office of the Registrar. If you approve or create a request it is then received by the Registrar's Office for review and potential processing based on availability.

Filter by Status: | Show all requests ▼ | Go |

Room Change Requests

Term	Section	Class #	Status	Date	Action
Spring 2015	BUSN 3130 TR2	17420	Request submitted to Chair/Designee	Jun 15 2015 11:59AM	Process Request
Spring 2015	BUSN 3130 TR2	17420	Request approved by Registrar	Jun 15 2015 11:29AM	View Request

| Submit new request |

2) **Submit a new request on behalf of the instructor**: A Chair/Designee is only able to submit requests for sections under their specific department. The new room number (if request is approved) and any comments will be sent to faculty and Chair/Designee by email. *Keep in mind all cross-listed sections will also receive the new room assignment, even interdepartmentally.*
Choose the Semester the course meets in the drop down then click "Select" to begin the request.

| Spring 2015 ▼ |

Class #	Section	
19024	BUSN 2000 JAN	Select
17395	BUSN 2000 STR1	Select
74429	BUSN 2300 CN1	Select
17402	BUSN 2300 EM6	Select
17403	BUSN 2300 ET6	Select
19025	BUSN 2300 JAN	Select
26369	BUSN 2300 MW12	Select
17404	BUSN 2300 NET	Select
17405	BUSN 2300 TR11	Select

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Fill out all information and then click "approve request"

To request a specific room, enter the desired building and room number. In cases where room characteristics are crucial to administer the course, please include detailed specifications for instance: Smart, only in building X, whiteboard, piano, etc.

Room Change Request Form

Course/Section Number: BUSN 2000 TR2 Class #: 12918 Term: Fall 2015 Class Dates: from 08/27/2015 to: 12/23/2015

Section Schedule: TUE 2:15 - 3:30PM Room: 416 A
THU 2:15 - 3:30PM Room: 416 A

CHANGE BEING REQUESTED: (please check all that apply)
- ☐ Class size has changed and a new room needs to be assigned
- ☐ Accessibility
- ☐ Class Features/Room Characteristics needed to teach class
- ☐ Other (please explain) [_____]

For the request listed above, please provide a justification for changing the room assignment:
(up to 1000 characters)

[   ]

Process Request

Your comments:
(up t0 1000 characters)

[   ]

[Approve request]

PLEASE NOTE: *If an appropriate room is available based on the request, the Registrar will assign the new room. The original room will be reassigned. Reverting back to the former assignment is not an option once a request is processed by the Office of the Registrar.*

The faculty members will also have the ability to submit a change request for their specific courses to the Chair/Designee for approval. *Separate instructions have been created to distribute to faculty.*