



Century College Policy

8.13.0.1 Procedure for Changing Rooms for Credit Classes

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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.
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 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

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