Suggestions for Filling out Schedule Document:

Topic – Only use topic if your class has a different title than what is in the catalog. For instance, a Cultures and Ideas class will have a topic to differentiate it from other Cultures and Ideas classes.

Instructor – Please include Last Name and at least a first initial. Some departments have multiple instructors with the same last name and we can't tell which one is correct.

Room Requests –

    Special Consideration – Does this instructor have a special need? If yes, please be specific about what the instructor needs in the Other Special Consideration Detail/Specific Classroom column.

        White Board/Chalkboard – If the instructor wants a specific type of board, enter W or C.

        Classroom Capture – Only request if the instructor will be using Classroom Capture.

        WACOM – Only request if the instructor will be using WACOM.

        Tiered Seating – Do you want seats in the tiered format.

        Desks – Do you want a classroom with desks.

        Tables and Chairs – Do you want a room with tables and chairs.

        Back to Back – Do you have two classes with the same instructor that are back to back.

Other Special Consideration Detail/Specific Classroom column – If you have any other requests for either a specific type of classroom or a specific classroom. Use this space for any special requests. Also, if your instructor has a special concern, please be very specific about what you need for their class. Please include ANY requests that you may have that are not considered in the other room request columns.

Final Cap – This is what we use to find you the correct sized classroom.

Final Exam – Will this class be having a final exam. If you are not certain, enter Y.

Cross-listed with – If your class is cross-listed, please include the subject and catalog number of the class that it is crossed with.

Multi-term – If the class is taught over two quarters, then include what quarters it will be taught. *At this time, this should only be used for Cultures and Ideas and Critical Thinking and Writing classes.*