



Process Name • Scheduling – Classroom Change Requests

Overview of the Classroom Change Requests made by the Academic Schools

Purpose: To effectively and efficiently process classroom change requests within the schools (AT, BIT, CHSS, HWPS, MSE, SAGE).

CNM Way Expert: Academic Affairs Academic Technical Assistants (ATA) with room scheduling responsibilities.

Functional Units Involved: Academic Affairs ATAs with room scheduling responsibilities and the Academic Affairs Master Scheduling Office (MSO)

Beginning of Process: The Master Scheduling Office completes room optimization for a term and opens the Room Adjustment Period.

End of Process: Classroom/Lab is rescheduled according to the request, or the request is denied.

Definitions: Definitions for any terms that someone out of the organization may not know or spelling out acronyms.

Appendices:

Room Management System (Astra)

<https://www.aaiscloud.com/CentralNMCC/Default.aspx>

Forms:

[Request Classroom Change Forms](#)

Process:

- 1) Room changes are processed utilizing the Astra Schedule software program (available at Scheduling.CNM.Edu).
- 2) At the conclusion of room optimization (generally two weeks prior to the start of registration for the term), the MSO alerts schools that optimization is complete and the Room Adjustment period is open. The MSO sends out to the school point of contact a report of all double-booked instructional rooms, by campus. Facilities restrictions (such as building closures) are also communicated at that time.
- 3) School personnel review room assignments, including double booked rooms, for appropriateness and make desired adjustments on a space available basis. The school is responsible for ensuring that the actual number of attendees for the class does not exceed available seating and fire code capacities; sections likely to be overfilled or expanded should be placed in an appropriately sized

- room. If the school desires to trade rooms with a class from another school, the ATA's for the two schools may work directly with one another to accomplish the exchange; no school may relocate another school's class.
- 4) Instructors desiring a change of room assignment may request that change of their school administration according to their school's internal processes.
 - o The type of room to which each course is assigned is determined by the academic school offering the course in conjunction with the Scheduling Office, and is based on the course curriculum. Faculty desiring assignment to a different type of room for 50 percent or less of their section's instructional time may request or schedule that time, as appropriate, using the Astra Schedule system (with assistance from their school ATA if necessary). Faculty desiring assignment to a different type of room for greater than 50 percent of their section's instructional time must request reassignment (with curricular justification) from their dean.
 - 5) At the start of continuing registration, room changes are frozen except on an emergency basis (i.e., instructor incapacitation, building mechanical failure, etc.) until after the ninth day of a full term (prorated for shorter parts of term). **Important:** no other changes will be made during this time.
 - 6) Instructors desiring a change of room assignment during registration or after the opening of the term should complete the Classroom Change Request form. Completed forms are directed to the school for processing.
 - 7) The school will process the request within two business days of its receipt or, for requests made during a rooming freeze, when the change window reopens. Changes are only made if space is available. If the room change request is denied, the school will notify the instructor.
 - 8) If the room change involves moving from one type of room to another (i.e., classroom to lab, studio to lab, etc.) approval will be required from the dean.
 - 9) The school or their designee posts a room change notice on the classroom/lab door for changes made after the opening of term. Such changes may only take effect after the third-class meeting and must be announced to students at least one class meeting prior to taking effect.
 - 10) If the change is at a different campus than the school's scheduling ATA, the school electronically notifies the contact person for that campus of the change. The contact person is responsible for posting the change on the classroom door.

Activity Tracked/Results: Changes made during the start of term freeze window are tracked and reported to the AA Executive Director. Other reporting including scheduling of regular courses in computer labs is under consideration.

Last Reviewed/Improvements Made: March 2022. Added location of scheduling software, clarified timeline for implementing changes and notifying students, revised double-book notification process to reflect current best practice