

## ***Room Swapping***

After the course schedule has been published and registration is over, departments may pursue a room swap in order to obtain a preferred room for a section.

For instance, a department may pursue a room swap where a currently scheduled course requires an increase to capacity where no alternative classroom spaces are available.

**Step 1:** Department seeking the room swap will contact Academic Scheduling regarding room swap options.

**Step 2:** Academic Scheduling will respond with a list of viable room swap options and contact information.

**Step 3:** Discussion/negotiation will begin with the department seeking alternative or preferred space by contacting the current holder of that space.

**Step 4:** If agreement is reached, the department seeking the space will notify the Academic Scheduling office with full details of the swap including copies of correspondence showing agreement from both parties.

**Step 5:** Academic Scheduling accepts/approves the submission, and will take action to execute the request.

**Step 6:** If no agreement is reached, the departments must seek resolution from higher up within the faculty.

## ***Room Change Notification***

Departments are responsible for informing students of room changes once the semester has commenced (ex: ENGL 112 001 has moved from ART 103 to SCI 374).

1. Academic Scheduling executes the room change request (room swap).
2. Academic Scheduling responds and attaches a room change notification template in which the department may update and post outside the original classroom to inform student of the room change. Faculties are also encouraged to ensure that all students affected are notified of the room change via email.