ASSIGNING A DEPARTMENT OWNED CLASSROOM

NOTE: This document will walk you through the steps to add a department owned classroom. All university owned classrooms will be roomed by Schedule 25, a mass room scheduling product managed by the Registrar’s Office. A department owned classroom WILL NOT be included in the mass room scheduling. For assistance in assigning a partition and attribute to a CRN, see Assigning Partitions and Attributes for Mass Room Scheduling document.

NOTE: This procedure assumes you have already assigned a time to the CRN. If you have not assigned a time, refer to the following training manual: Creating a New Section.

1. Type SSASECT in the Go To… box.

2. Press Enter. The Schedule form will open.
3. **Type in Term** and the appropriate **CRN**. Click the drop down arrow next to the field to search for this information.

4. **Click Next Block** three times. The **Meeting Times and Instructor** tab will open. Cursor will be in the **Meeting Times** block.

5. **Click to the Meeting Location and Credits sub-tab.**

6. **Click in the first blank field under Building.** Type in the appropriate building abbreviation or click on its drop down arrow to search for the building.

The **Building Query SLABQRY** form will open.

**NOTE:** The purpose of opening this query form is to determine the abbreviation associated with a building.
7. Click on the **Execute Query** icon to see all building abbreviations.

![Building Query](image)

8. Scroll down to find the appropriate **building abbreviation**. Once found, double-click on the abbreviation. It will populate on the main form. Cursor will move to the **Room** field.

![Meeting Times](image)

9. Type in the room number you wish to assign to the class in the **Room** field OR click on the field’s drop down arrow.

**NOTE:** You may only enter a department-owned classroom. If you enter a university-owned classroom here, it will be deleted at the time of editing. For a complete list of university-owned classrooms, see *University Classrooms* on the Registrar’s website or click here: [http://www.registrar.clemson.edu/pdf/roomCoord.pdf](http://www.registrar.clemson.edu/pdf/roomCoord.pdf)
The **Room Query SLQROOM** will open.

![Room Query SLQROOM](image)

**NOTE:** The purpose of this form is to search for a valid room within the chosen building. Again, you will only want to select a department owned classroom, however ALL classrooms will appear in the results.

You can type in part of the room number and use the % sign to replace the missing characters. For example, if you want a classroom on the first floor of Brackett, you can enter a 1 followed by a % sign in the Room field and click **Execute Query**.

![Room Query SLQROOM](image)

OR

Leave the **Room** field blank and click **Execute Query** to see all rooms in that building.

![Room Query SLQROOM](image)

Scroll down to find the room number you are looking for and double-click on its Room field. Information will populate on the main form. Cursor will move to the **Schedule Type** field.
10. Click Save.

**NOTE:** Whisper line will confirm that the “Transaction complete: X records applied and saved.”