Faculty Classroom Search – Frequently Asked Questions

Q: Can I use my browser forward/backward buttons on this page?
A: No as this may result in incorrect search results. It is recommended that you click the 'New Search' option to take you to the search page to enter your query. You can also choose the 'Clear' button to clear the search data entered.

Q: What is a nationalized room?
A: A nationalized room can be used by any department for any class. The scheduling of nationalized rooms is controlled by the Office of the University Registrar. Nationalized rooms are held to the 80% fill rule, which means a class whose enrollment does not meet 80% of the capacity of the room may be subject to relocation.

Q: What is a non-nationalized room?
A: Non-nationalized, or departmental rooms, are rooms owned by specific campus departments. The scheduling of departmental rooms is controlled by the owning department.

Q: The room I want does not appear on the results list. Why not?
A: There can be multiple reasons a room does not appear on the results list. Your search might have been too specific and the room was filtered out based on that criteria. The more criteria you select the more restricted the results returned. Other possibilities are that the room is currently undergoing maintenance or that the room is not currently allowed to be scheduled.

Q: How do I make a request for this room?
A: All requests to schedule for a nationalized room must go through The Office of the University Registrar. For departmental controlled rooms you must contact the department directly.

Q: The room I was assigned to teach in does not have a feature I need. What do I do?
A: Contact The Office of the University Registrar for more information.

Q: I need to see rooms with large capacities. How do I search for that?
A: You can search by capacity by utilizing the minimum or maximum capacity search fields. Enter the minimum capacity or maximum capacity you wish to search for and click 'Find rooms'. All rooms within that range should be returned.

Q: The room I want does not have any features listed. Why?
A: Most likely this is because the room is not a nationalized room and is departmentally controlled. You would need to contact the department directly for more specific room information on non-nationalized rooms.

Q: My room results are several pages long. Why?
A: You will need to add more specific search features to restrict the results provided.

Q: The room I want is not showing up in the results list. Why?
A: It could be that your search selections have limited the results too much. Try eliminating some of the search features and try again or just search for a specific building/room.