ROOM ASSIGNMENT WINDOW CHECKLIST

This checklist is designed to guide you through the tasks that have to be completed during the Room Assignment Window. Information is provided about each task, as well as helpful hints to assist you. If you have questions along the way, please call Classroom Scheduling at 2-0313.

ROOM REQUESTS

☐ Minimum Room Request Information: The minimum information required on DB2 for each course to receive an assignment in a general assignment classroom is REQuested day, time, and number of seats/capacity. Do not put this information on the ACTual line but on the REQuested line above it.

Helpful Hint: The smallest classroom in the general assignment classroom inventory seats 14 and the largest seats 732. Do not enter a seat request of less than 14 or more than 732. If you do not need to request a general assignment classroom, leave the REQuested day and time blank.

☐ Requested Hours: * Your department may request up to the number of allowable hours. This figure represents the numbers of hours per week scheduled in general assignment classrooms in the previous corresponding term plus 10%. Sections without enrollment are not included. Please note that it is campus policy for academic departments to always use departmentally controlled space before requesting general assignment classrooms.

☐ Standard Time Blocks: * Submit room requests for general assignment classrooms using standard time blocks as listed at http://registrar.berkeley.edu/acad_sched.html#block. A general assignment classroom will not be assigned for courses requesting a non-standard time block. Courses offered in non-standard time block configurations must be scheduled in departmentally controlled space.

☐ Prime Time Allowance: * Prime time is defined as MWF 9:00 am to 3:00 pm, MTWTF 9:00 am to 3:00 pm, and TT 9:30 am to 3:30 pm. Your department may submit up to 70% of requests for general assignment classrooms in prime time for primary sections and secondary sections. Both categories of section types must each achieve at least 70% in prime time and 30% in non-prime time.

Helpful Hint: We recommend that you consult with other academic departments to avoid offering courses at the same time if they are prerequisites or required courses. Please note that Tuesday and Thursday between 9:30 am and 5:00 pm are the most popular times for teaching. We suggest you vary the requested course meeting days and times between MWF and TT time slots so that students do not find all the courses they need to take offered basically on the same day and at the same time.

☐ Instructional Technology and Room Attribute Requests: Indicate requests directly on DB2 for instructional technology or specific classroom attributes a course may require. You may select from 26 classroom attributes by pressing F6 from the Update Class screen. The definition of each of these attributes can be found on pages 29 through 31 of the Classroom Scheduling Users Guide at http://registrar.berkeley.edu/DisplayMedia.aspx?ID=Class_Sched_Users_Guide.pdf.
Helpful Hint: If a particular attribute is essential to the success of the course, be sure to request it. But if the attribute is not essential, do not request it. Requested room attributes from the previously corresponding term have been retained. Please note that the computerized room assignment program will assign a classroom only when there is an exact match between the requested attributes and the attributes available in each classroom. Requesting a large number of attributes may prevent your course from receiving any room assignment.

Building Preferences: The computerized room assignment program is designed to assign classrooms in your department’s “home” building first and then moving out to other campus buildings. If you want a room assignment in a building other than your designated home building, replace your “home” building with the preferred building on the REQuested building line.

Unique Room Requests: You may submit a memo that clearly explains the requirements for a unique room request that cannot be requested using the standard room request attributes. The numbers of requests that fall into this category are extremely limited. You should not assume that submitting a request will result in the requested classroom being assigned to your course. The overall demand for classrooms and other unique room requests will be considered when making these decisions.

Supplemental and Voluntary Sections: * Courses with voluntary attendance requirements or that do not require course enrollment do not receive room assignments through the computerized room assignment program. You may submit a room request for these sections after you receive the results of the Room Assignment Window.

Cross-listed Courses and Room Shares: These types of courses need one of the departments involved to be “in charge” of administrating the course for the term. The administrating department should submit the room request. The other department(s) should not submit a room request. Please note that if a course is officially cross-listed, it is considered a single course where all parts must be offered. If your department would like to offer their part solo, please submit a course proposal requesting a non-cross-listed version of it on the Course Management System at http://course.berkeley.edu.

Once the room assignments are made, Classroom Scheduling staff will set up all official cross-listed courses. Enrollment limits will be divided equally unless otherwise specified. Departments with room shares need to notify our office of the courses, days, times, rooms, and enrollment limit splits so we can accurately reflect the room assignment and enrollment information online.

Compliance Checks: After your data entry is complete, you can calculate the 70%–30% prime time ratio and the number of hours requested by running two reports: Percentage Prime Time Requests and Requested Hours for One Department. Please note that on the Percentage Prime Time Requests report, both the third column titled “Percent Primary Requests” and the last column titled “Percent Prime-time” cannot be over 70. See the next step for instructions.

Running Department Reports: The compliance checks reports are run on DB2 by selecting the job and pressing F2 to submit. You will automatically be sent to the JOB SETUP SCREEN to specify the parameter term and the 7-character department code. Official department abbreviations are located at http://registrar.berkeley.edu/Default.aspx?PageID=deptabb.html. Please note that all sub-departments must be run separately.
Press F2 again to submit. You will automatically be returned to the main reporting screen. The screen must be refreshed by pressing <enter> or <return> repeatedly until 0000 appears in the STATUS column. This indicates that the job is finished (a code of 0004 indicates that the job is still running). It may take a few minutes for the job to finish. All reports run immediately and can be viewed online. Select the job again and press F4 to go to the Job Review Screen to view the completed report. Depending on the length of the report, you may have to press F8 to page forward.

SPECIAL TITLES, GENERAL INTEREST COURSES, CULTURE AND LITERATURE COURSES IN ENGLISH TRANSLATION

☐ Special Titles: Special titles are limited to 660 characters including spaces and punctuation and they are displayed in the Note field on the Online Schedule of Classes at [http://schedule.berkeley.edu](http://schedule.berkeley.edu). The text in this field is carried forward from the previous corresponding term. For instructions on how to add, delete, or make changes for the new term, go to the OSOC Special Titles Instructions at [http://registrar.berkeley.edu/DisplayMedia.aspx?ID=OSOCSpecialTitlesInstructions.pdf](http://registrar.berkeley.edu/DisplayMedia.aspx?ID=OSOCSpecialTitlesInstructions.pdf).

After the Room Assignment Window closes, the Scheduling Office will provide a term specific Google form called Additional Special Titles for you to submit special titles individually.

At any time you may run the OSOC Special Titles report on Bear Facts and download it to Microsoft Excel. If your department did not have any special titles from the previous corresponding term, the OSOC Special Titles report will be blank. Please note that this report doesn’t include sections that are suppressed with a print code C.


☐ General Interest Courses: Each department is limited to three general interest course listings. The course description is limited to 35 words. Send the information to osoc@berkeley.edu and include the course number, course title, unit value, and the course description. To be considered for listing in the General Interest Course website, the course must meet the following criteria:

- Be relevant to broad areas of current interest
- Be an innovative or experimental course
- Be an interdisciplinary course
- Be open to non-majors, without specific prerequisites unless the prerequisite course is one taken by many students
- Be an undergraduate level course

☐ Culture and Literature Courses in English Translation: Courses taught by foreign language faculty with readings in English and with instruction in English can be listed in the General Interest Course website. Send information about these courses to osoc@berkeley.edu and include the department name, course number, section number, course title, and instructor name.
EVENING MIDTERM EXAMINATIONS

Evening Midterm Examinations: Departments with courses that administer midterm examinations after 6:00 pm should submit one-time reservation requests on the Online Classroom Reservation Request Form at http://or.berkeley.edu/SpecialEventRequest. Be sure to choose “Academic” as the request type and “Midterm Exam” as the event type. The deadline for these requests is when the Room Assignment Window closes.

*The Campus Committee on Classroom Policy and Management (CCCPM) approves room assignment policies for the allocation of general assignment classrooms.