



SO ... YOU WANT TO CHANGE YOUR CLASSROOM ...

Classrooms are scheduled months in advance by Department Chairs through the Scheduling Office. Although every effort is made to secure the best possible available classroom, occasionally there may be a reason to move a scheduled class. Below is a checklist to help you if you need to move your class.

- ✓ **Contact your Department Chair – preferably via email - and request a room change and the reason for the change. The reason is important in the future assignment of rooms, or to document equipment needs or failures.**
- ✓ **If the change is approved, the Chair will forward the request to the Scheduling Office ...**
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- ✓ **If a room is available, it will be held tentatively, pending the receipt of the official ‘change’ paperwork.**
- ✓ **The Department Chair will initiate the ‘change’ paperwork and forward to Debbie Richison for Apecs.**
- ✓ **If the change occurs after registration begins, a “Room Change” sign will be posted by Scheduling.**
- ✓ **Instructors should make every effort to contact students via email or in writing in advance to inform them of the room change.**

Please remember ... it is important to always schedule any room before using – even if the room appears to be empty. Maintenance and IT work from the scheduling calendar!!!

☺ Thank you!!! ☺