Faculty view:

Faculty can access Room Change Request Online at BC Web Central Portal at My Teaching Schedule → My Teaching Schedule & Rosters

Click on the “Request a Room Change” link

The link will then bring you to the following:
Room Change Request Instructions

Main page:

RCR - Room Change Request Online  
Brooklyn College City University of New York.

The Room Change Request Application allows you as the professor to submit a request for change of assigned room once the final rooming grid has been completed by the Office of the Registrar. Your request is submitted to your department Chair or Designee for approval. If the Chair or Designee approves the request it is then received by the Registrar’s Office for review and potential processing based on availability.

Filter by Status: Show only pending requests  Go

There are no pending Room Change Requests in database

Submit new request

To submit a new request: choose the specific section you would like to change. You will only be able to request changes for sections that you are assigned to. Please submit only one request for all sections coded as cross-listed. The submission will only go to the Chair of the department you select. If processed, the room will appear on all sections.

<table>
<thead>
<tr>
<th>Class #</th>
<th>Section</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>19024</td>
<td>BUSN 2000 JAN</td>
<td></td>
</tr>
<tr>
<td>17415</td>
<td>BUSN 3100 NETA</td>
<td></td>
</tr>
<tr>
<td>19027</td>
<td>BUSN 3130 JAN</td>
<td></td>
</tr>
<tr>
<td>17419</td>
<td>BUSN 3130 NETA</td>
<td></td>
</tr>
<tr>
<td>26458</td>
<td>BUSN 3130 NETB</td>
<td></td>
</tr>
<tr>
<td>17420</td>
<td>BUSN 3130 TR2</td>
<td></td>
</tr>
<tr>
<td>19050</td>
<td>TVRA 2517 JAN</td>
<td></td>
</tr>
<tr>
<td>26975</td>
<td>TVRA 2517 NETA</td>
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<tr>
<td>26976</td>
<td>TVRA 2517 NETB</td>
<td></td>
</tr>
<tr>
<td>17421</td>
<td>TVRA 2517 TR2</td>
<td></td>
</tr>
</tbody>
</table>

You cannot request a room change for this section as there is no approver set in the system for it. Please contact the Office of the Registrar.
Press Select button and fill out the form:

Fill out all information and then click “Submit request to Chair/Designee”

To request a specific room, enter the desired building and room number. In cases where room characteristics are crucial to administer the course, please include detailed specifications for instance: Smart, only in building X, whiteboard, piano, etc.

Room Change Request Form

Course/Section Number: BUSN 3136 TR2  Class #: 17420  Term: Spring 2015  Class Dates: from 01/28/2015 to 05/24/2015

Section Schedule:  TUE 2:15 - 3:30PM Room: 222 A
THU 2:15 - 3:30PM Room: 222 A

CHANGE BEING REQUESTED: (please check all that apply)

☐ Class size has changed and a new room needs to be assigned
☐ Accessibility
☐ Class Features/Room Characteristics needed to teach class
☐ Other (please explain)

For the request listed above, please provide a justification for changing the room assignment:
(Up to 1000 characters)

Process Request

Your comments:
(up to 1000 characters)

Submit request to Chair/Designee

Email confirmations are sent after all steps of the process.

The Chair/Designee can Approve, Deny or Return request to faculty for revision.

If the request is approved by the Chair/Designee it is forwarded to the Registrar’s office for review.

**PLEASE NOTE**: If an appropriate room is available based on the request, the Registrar will assign the new room. The original room will be reassigned. Reverting back to the former assignment is not an option once a request is processed by the Office of the Registrar.

When a new room is approved by the Registrar’s office the faculty or department is responsible to notify the students of the change using the Class Cancellation/Relocation system (also in the BC Web Central portal).