

# Room Change Request Instructions

## ***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

My Teaching Schedule & Rosters <span style="float: right;">← Return to dashboard</span>					
Courses for Summer 2015					
COURSE ABBR	CREDITS	CODE	SECTION	SCHEDULE	
BUSN 3130	3.0	5235	1NET	Section Schedule TBA	<a href="#">VIEW ROSTER</a>
BUSN 3130	3.0	5712	2NET	Section Schedule TBA	<a href="#">VIEW ROSTER</a>
BUSN 3140	3.0	5237	1NET	Section Schedule TBA	<a href="#">VIEW ROSTER</a>
BUSN 3140	3.0	5714	2NET	Section Schedule TBA	<a href="#">VIEW ROSTER</a>
TVRA 2517	3.0	5236	1NET	Section Schedule TBA	<a href="#">VIEW ROSTER</a>
TVRA 2517	3.0	5713	2NET	Section Schedule TBA	<a href="#">VIEW ROSTER</a>
<a href="#">Room Change Requests</a>   <a href="#">Send a Class Cancellation/Relocation Alert</a>   <a href="#">Select Another Term</a>   <a href="#">View My Email History</a>					

The link will then bring you to the following:

# Room Change Request Instructions

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Main page:

## RCR - Room Change Request Online

Brooklyn College City University of New York.

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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:

There are no pending Room Change Requests in database

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.

Class #	Section	
19024	BUSN 2000 JAN	<input type="button" value="Select"/>
17415	BUSN 3100 NETA	<input type="button" value="Select"/>
19027	BUSN 3130 JAN	<input type="button" value="Select"/>
17419	BUSN 3130 NETA	<input type="button" value="Select"/>
26468	BUSN 3130 NETB	<input type="button" value="Select"/>
17420	BUSN 3130 TR2	<input type="button" value="Select"/>
19060	TVRA 2517 JAN	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.
26975	TVRA 2517 NETA	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.
26976	TVRA 2517 NETB	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.
17421	TVRA 2517 TR2	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.

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**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 3130 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)

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**Process Request**

Your comments:  
(up to 1000 characters)

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[Click here](#) to return to main page

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).**