



Office of Academic Scheduling
California State University, East Bay

First rule for academic class room change request:

- *Must be requested by the department scheduler – or department chair in absence of scheduler*

PeopleSoft Student Administration System (PSSA) and the R25 Space Reservation System are directly related through a 3rd party Interface. Room change processes are initiated by changes that are made in PSSA.

With regard to **Room Change Requests** the following changes will be in effect:

- I.** A special email account viz., **academic_scheduling@csueastbay.edu** is available for communicating room change requests
- II.** Academic department schedulers will use the following email format to submit requests:

Course:
Class Nbr:
Days:
Times:
Location:
Classroom:
Enrollment Cap:
Instructor:

- III.** For new room requests due to change in enrollment capacities:

1. Department Scheduler sends an email to the Academic Scheduler to see if larger/smaller room is available
2. If room is available, change will be made by the Academic Scheduler
3. Confirmation notice will be sent to the Department Scheduler
4. If room is not available, this will be notified via an email response.
5. *Students should not be added to an academic class if the new enrollment will exceed the room capacity until a larger room can be confirmed.*