

Academic Preference Request Form

Please note the following policies and provisions in regards to preference requests:

1. Class capacity is a factor in determining building/room assignments. Specific preferences are considered appropriately but not guaranteed.
2. Changing the day and time of your courses may result in you losing your preferred room assignment if updated after the stated deadline to build sections in PeopleSoft prior to the deadline with RAR imports to Astra for optimization.
3. The max enrollment created in PeopleSoft for your sections must be in line with your room preferences. If you create a preference for a course/subject with the capacity of the section are too high to fit in the requested room or are below the 70% utilization seat fill requirement, there is a possibility that your class will not end up in a requested room or building during the optimization process.
4. Subjects and/or courses that have never been imported into Astra 7 cannot have a preference built for it. This means if a college is offering a course for the first time or if the class has not been taught since prior to Spring 2013, then RAR is unable to create a specific preference for that subject/course until after the initial import. Preference surveys will be returned to the scheduler and will be requested to resend after the course is built in PeopleSoft AND is imported to Astra (they can filter for the course in the section list inside Astra) if this situation comes up in the future.

Basic Information

Name: Date/Time Field: Employee ID (7 Digits):
College/Dept: If other, please list your area here:

Semester(s) - Click all that apply.

Summer Fall Spring All Year (s):

Type of Preference(s)

Is this a generic subject preference (Ex: ARCH) or course preference (Ex: ARCH 1500)?

Subject Preference (EX: ARCH) Course Preference (EX: ARCH 1500)

Please enter the Subjects or Courses that you are requesting preferences for separated by commas (if multiple): For Subjects - (Ex: ARCH, ENGL). For Courses - (Ex: ARCH 1500, ENGL 1300). Note: If more than one subject/course in your area share the exact same preferences, then only 1 survey is required for multiple choices. However, if there is one slight difference between the two, then a separate survey is required.

Subject and/or Course(s):

Meeting Type

If the course has multiple meeting types, please designate which type this preference request is for. For example, a MATH 1431 may have an associated lecture and lab. A separate preference is needed individually for both the lecture and the lab. You must identify which one this preference request is for and then complete a separate survey for the other meeting type (Ex: MATH 1431 LEC and MATH 1431 LAB preferences are created in separate surveys). This step is not needed for Independent Study, Practicum, etc. classes.

Lecture/Seminar Lab

Room Type Preferences

This selection is not required. Room type preferences refer to what type of room you require your course to be in. For example, this could distinguish if you want a specific lecture course to meet in a Lecture Classroom (Weight 10), Auditorium (Weight 10), Conference Room (Weight 8), and Seminar Room (Weight 2). Please look in Astra 7.5 under the "Resources" tab under the "Rooms" link to understand what room type definition has been assigned to the room you are interested in.

Room Type Preference #1: Weight 1:
Room Type Preference #2: Weight 2:

Additional Room Type Preferences: If you have additional preferences, please enter them here in the following format: Room Type-Weight (Ex: Lecture-8, Special Class Lab-3).

Preferences

Region Preference

This selection is not required. If you do choose to use this, then your options are limited to your own region or the General Purpose Classroom (GPC) region should you want your class placed in a GP room within your own region. Weight will automatically be listed as 10, required.

Region Preference

1 Your Region

2 General Purpose Classrooms within Your Region

Building/Room(s) Preferences

This selection is not required if you selected a region(s) and do not need a specific building in that region or are concentrating just on features. If you want your subject/course to only be held in a building with no specific room numbers required, then just select the building you wish and leave blank the room number to set a preference for the entire building. If needed, you must select your room numbers individually so you can identify the appropriate weight for multiple selections.

Preference #1: Select Building	<input type="text"/>	Weight	<input type="text"/>	Room	<input type="text"/>
Preference #2: Select Building	<input type="text"/>	Weight	<input type="text"/>	Room	<input type="text"/>
Preference #3: Select Building	<input type="text"/>	Weight	<input type="text"/>	Room	<input type="text"/>
Preference #4: Select Building	<input type="text"/>	Weight	<input type="text"/>	Room	<input type="text"/>
Preference #5: Select Building	<input type="text"/>	Weight	<input type="text"/>	Room	<input type="text"/>

Additional Building/Room Preferences: If you have additional preferences, please enter them here in the following format: Building Code-Room-Weight (Ex: AH-104-5, CM-101-3).

Preferences

Features Preferences

Please verify in Astra 7.5 under the "Resources" tab under the "Rooms" link that the rooms you may be interested in using have the Feature you are interested in using. For example, on this survey if you select the ARCH region, select the TV feature, and there is no room in the ARCH region with a TV, then the course will not schedule into anything. You must have access to these features in your own region in order for these selections to work properly.

- | | | | | |
|---|--|---------------------------------------|---|---|
| <input type="checkbox"/> Card Reader Access | <input type="checkbox"/> Cassette Player | <input type="checkbox"/> Chalkboard | <input type="checkbox"/> Computer | <input type="checkbox"/> Data Port |
| <input type="checkbox"/> Data Projector | <input type="checkbox"/> Document Camera | <input type="checkbox"/> GP Classroom | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Media Link |
| <input type="checkbox"/> Microphone | <input type="checkbox"/> No Windows | <input type="checkbox"/> Overhead | <input type="checkbox"/> Periodic Table | <input type="checkbox"/> Piano |
| <input type="checkbox"/> Promethean Board | <input type="checkbox"/> Record Player | <input type="checkbox"/> Screen | <input type="checkbox"/> Sink | <input type="checkbox"/> Slide Projector(s) |
| <input type="checkbox"/> Sound Proof | <input type="checkbox"/> Tack Board | <input type="checkbox"/> TV | <input type="checkbox"/> VCR/DVD | <input type="checkbox"/> Wall Plate |
| <input type="checkbox"/> Whiteboard | <input type="checkbox"/> Podia/Podium/Smart Podium | <input type="checkbox"/> Window(s) | <input type="checkbox"/> WiFi | |
| <input type="checkbox"/> Other: | _____ | | | |

Please select one of the following:

- This is an update to an existing Subject/Course This is a new Subject/Course preference request.

Are you going to make the Dean of your college aware of these preferences?

Yes

Internal Field: For RAR use only, please leave blank.

Form updated by RAR as of November 19, 2013.