Class Change and Directions for Swap (if Room is Unavailable)

1. Check how many students are enrolled and what the room size is. Do not automatically trust that the class is in fact overenrolled. (In this case I will use FACULTY to indicate the person asking for the change)
2. Check 25Live with the Classroom Availability Report and see if there is a larger room available.
3. If a larger room is available, submit a Room Change Request form.
4. If it is in fact overenrolled and there are no available rooms, that is a *serious* problem and you need to let us know. That would require us to inconvenience other faculty and trade them out. This really should not happen anymore because we limit the number of permission numbers to curb this, but… it can still happen.
5. What you or the FACULTY can do if there are no rooms available and the FACULTY wants to move.
    a. Run a query and filter it to the class days, start times and end times of the class that needs to move. We recommend the room characteristics query, SMO_SEA_FULLSCHED_RCS , that will show you what those classes need in a classroom to best enable you to find a matching course. Room Characteristics are listed on the last column of the query – ignore “DONE.”
    b. Limit the RmSize to Greater than or Equal to the room size the FACULTY wants
    c. Limit the Cap size to Less than or Equal to the current room size of class you are trying to move
    d. Remove the classes that are in specialized space, like labs or the Arts rooms.

6. EXAMPLE.

Subj	Ca#	Sec#	Class#	Descr	Prof Name	Cap	Enrl	Facil ID	Rm Sz	Day(s)	Start	End
GBST	433	01	42418	ELECTION VIOLENCE IN AFRICA	Meshack Simati	20	4	SBSB 1105	48	TR	1:00 PM	2:15 PM
MATH	1	24	40731	SUPPORT FOR QUANT REASONING		20	2	MARK 310	60	TR	1:00 PM	2:15 PM

   a. For these restrictions (TR 1-2:15 PM, Enrollment below 30, a class size of 31 or higher, you get TWO classes that meet the criteria (in the table above). Start with these.

   b. They are both low caps, but I would start with the lowest catalog number, in this case MATH 1.

   c. If the professor's name is not provided in the query, the FACULTY will have to ask either the AC for that department or the Department Chair if this swap can be made.

7. The FACULTY can send an email to the OTHER FACULTY member and see if they are willing.

8. If the FACULTY gets an "okay, switch them" response, have them submit the Room Change Request and note that the Chair/AC/Professor (include their name) has agreed to the switch.

9. If they will not allow the switch, the FACULTY can email the next professor. And return to #7 and begin again.