Fall 2021 Classroom Scheduling Dates and Deadlines:

- Classroom Request Form submission deadline: Monday, May 24th
- Room assignments in the Class Finder in July 2021
- Need room assignment adjustments/have questions?
  - Contact courses@bowdoin.edu through Tuesday, August 31st
  - Contact scheduling@bowdoin.edu starting Wednesday, September 1st (the first day of fall classes)
- Need to book a space for a one-time event?
  - Submit Campus Scheduling Reservation Form to the Events and Summer Programs office: https://www.bowdoin.edu/events/campus-scheduling/reserve-a-campus-space.html

Online Resources:

Classroom Request Form:
- https://www.bowdoin.edu/registrar/faculty/protected-staff/classroom-request.html

Classroom Assignment Process:
- https://www.bowdoin.edu/registrar/faculty/teaching/classroom-assignment-process.html

Available Classrooms PDF:
- https://www.bowdoin.edu/registrar/pdf/classrooms-available

IT’s Knowledge Base for Class and Lab Spaces:
- https://bowdoin.teamdynamix.com/TDClient/KB/?CategoryID=4346

Note: all of these links are available within the Classroom Request Form and the “Teaching” page of the Registrar’s website under “Fall 2021 Classrooms”:
- https://www.bowdoin.edu/registrar/faculty/teaching/index.html

Tips for Submitting Classroom Request Forms:

- Complete and submit a separate Classroom Request Form for each fall 2021 class and additional meeting that originates in your department/program.
- If you close the internet browser in the middle of completing the form, you will be taken back to where you left off the next time you click on the link to the form.
- Respond to the confirmation email/email courses@bowdoin.edu if you need to edit a Classroom Request Form that’s already been submitted.
- If new classes/labs are added to the schedule during the summer, please remember to submit a Course Offering Worksheet AND a Classroom Request Form so we can schedule and assign a room for the new class/lab.
  - https://www.bowdoin.edu/registrar/faculty/protected-staff/course-offering-worksheets.html
Classroom Request Form Questions:

- Pick the class or additional meeting.
  - Select the Originating Department/Program,
  - Then select the Instructor,
  - Then select the Class/Lab/Additional meeting
    - If the instructor is a new hire or unknown, they are listed as “TBD”
    - Email courses@bowdoin.edu if the class/additional meeting is not in the list.
- Select preferred classroom from the drop-down list.
  - If the needed space is not listed, e.g., scheduled by the department, select “Other” from the drop-down list and type in the information.
- Select an alternate classroom from the drop-down list.
  - If the needed space is not listed, e.g., scheduled by the department, select “Other” from the drop-down list and type in the information.
- Select an additional alternate classroom from the drop-down list.
  - If the needed space is not listed, e.g., scheduled by the department, select “Other” from the drop-down list and type in the information.
- Select the preferred computer operating system (Mac or Windows).
  - Starting fall 2021, Bowdoin’s teaching spaces will no longer offer dual-boot Macs. Each classroom and computer lab machine will run the Mac operating system only.
  - Access to the Windows operating system via a virtual workspace can be provided for faculty who require it and arrangements will be made with those individuals.
  - Please note that faculty will continue to be able to bring their own computers to class, plug them into the AV system, and teach from their machines so they are not tied to the classroom instructor computer.
- Select classroom equipment needed throughout the semester:
  - Blue-ray/DVD Player
  - Closed Captioning Assistance
  - Computer Projector
  - Instructor Computer
  - Instructor Monitor
  - Microphone
  - Non-Standard Software (specific needs already submitted on course offering worksheets)
  - Piano
  - Student Computers (specific needs already submitted on course offering worksheets)
  - Transparency
  - Web Cam
  - Other—type in below
- Select classroom equipment needed occasionally:
  - Choices are the same as the previous question.
• Are there any other additional meetings, e.g., discussion sections, for which students did NOT register but for which you need a room assigned?
  • If yes, type in the information.
  • Note that discussion sections, film screenings, etc…that were submitted in the course offering worksheets are included in the drop-down options in the first question.
  • Only answer “yes” if the additional meeting is NOT available in the options in the first question that asks you to select the class or additional meeting for the request form.

• Who is submitting this form?
  • Instructor
  • Proxy Instructor
  • Academic Department Coordinator

• Optional: provide an email where we can send a confirmation of this submission.
  • Note that ADCs will NOT automatically receive a copy of each submission.

• Opportunity to provide any additional information before submitting.

• When ready, click “Submit” to complete the Classroom Request Form and send the information to the Office of the Registrar.

Please email courses@bowdoin.edu with any questions!