

# Spanned Room Requests to Timetable Office



## During timetable request collection period and before scheduling:

- CUOS opens for timetable request data collection start of January;
- School timetable contacts type the word “Span” next to the specific activity that needs the spanned room/s;
- CUOS closes end of April;
- Late requests are accepted via email until scheduling.

Activity Instances									
View ▾  Detach									
Instance Code	Quota	Order	Preferred Time of Day	Preferred Day	Preferred Time	Preferred Venues	CMIS Weeks	Timetable Note	
LEC 1.1	50		Day ▾	Monday ▾	11:30		14-21, 23-27	Spanning to BU	

## After scheduling:

- Late request received by the Timetable Office;
- Timetable Office investigate possible solutions;
- Possible solution/s sent to school for consideration ;
- Solution accepted by School;
- Timetable Office make appropriate changes.

## Note:

1. Because the spanned rooms are classrooms and lecture theatres, activities requiring the spanned rooms will have priority and be scheduled first during the scheduling process only. Once all those activities have been scheduled the rest of the university’s activities will be scheduled into those rooms. It is therefore essential that spanned room requests are entered into the system by the cut off date, or emailed to the Timetable Office before scheduling commences. Because two spanned rooms are required to use the technology, it becomes very difficult to schedule late requests. However, best efforts will be made to accommodate requests.
2. I will submit a request to update CUOS so that it will be easier to select specialist rooms such as spanned rooms, instead of having to just type it in.