

Room Change Process

All room assignment changes will require the approval of Classroom Scheduling and will be approved on a first come, first serve basis. Changes are contingent upon room availability and Classroom Scheduling does not guarantee all changes will be approved. Until notified that a change has been approved, please use the originally scheduled time and location for the class.

- 1) Please fill out the attached form for all requested room assignment changes.
- 2) Please return the form to classroomscheduling@augusta.edu and classes@augusta.edu.
- 3) Classroom Scheduling will review and attempt to accommodate requested changes.
- 4) After the change has been approved, Classroom Scheduling will notify the Registrar's Office of the approval and the Change Requestor.
- 5) Please follow the guidelines below depending on your campus:
 - a. **Health Sciences Campus:** After receiving final approval from Classroom Scheduling, the change requestor will be responsible to make the requested changes in Banner on behalf of your department. *Please let Classroom Scheduling know once those changes have been made in Banner.*
 - b. **Summerville Campus:** The Registrar's Office will update BANNER appropriately after receiving this approval from Classroom Scheduling.

If the request cannot be accommodated, the Classroom Scheduling will alert you that the change cannot be made, and no changes will be made to the schedule or to Banner. If changes are required, but cannot be approved as submitted, please contact Classroom Scheduling at 706-721-0902 for assistance in alternative accommodations.

Please note: Availability of rooms can be checked online at <https://ems.augusta.edu> prior to submission.

