
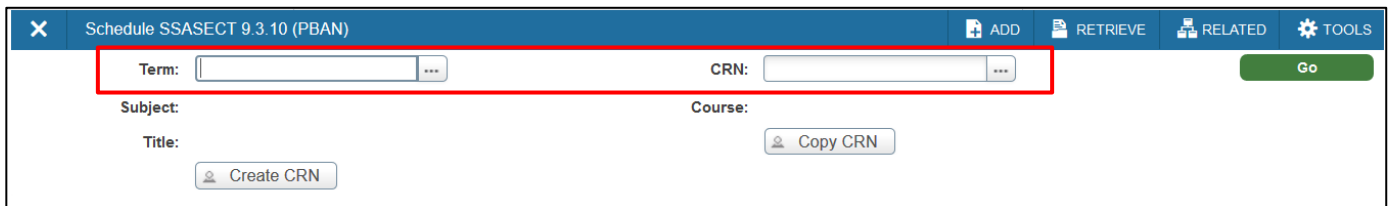


How to Find an Empty Classroom in Banner 9

For all courses that utilize classroom space with the exceptions of labs or registrar approved pre-assignments. Do not enter a location in the meeting location on credits section prior to the Schedule 25 run. Schedule 25 is a program that makes classroom assignments based upon departmental identified locations, classroom utilization, and required room features.

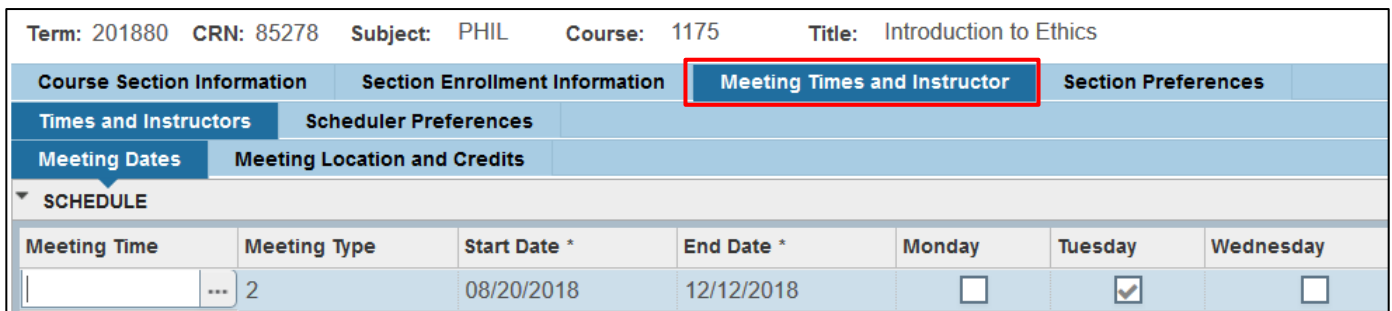
After Schedule 25 has run you may make classroom adjustments. HOWEVER, you must be utilizing the classroom space at a minimum of 85% seat fill ratio or your class may be relocated. This is essential to meet The University of North Carolina System metrics.

1. Log in to Banner 9 Admin Pages.
2. At the Banner 9 Admin Pages home screen type Schedule or SSASECT.
3. Enter the following information in the search screen:
 - a. Term code
 - b. Course CRN number OR use the CRN look up button  to search for the course.



Screenshot of the Banner 9 search screen for Schedule SSASECT 9.3.10 (PBAN). The search fields for Term and CRN are highlighted with a red box. The screen includes buttons for ADD, RETRIEVE, RELATED, TOOLS, and a Go button. Below the search fields are fields for Subject, Course, Title, and a Copy CRN button. A Create CRN button is also visible.

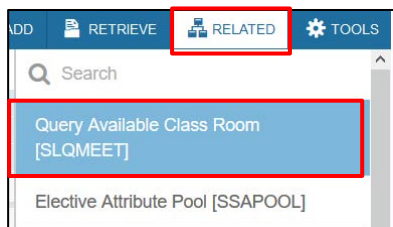
4. Click the **GO**  button.
5. Click the **Meeting Times and Instructor** Tab.



Screenshot of the Banner 9 search results for Term: 201880, CRN: 85278, Subject: PHIL, Course: 1175, Title: Introduction to Ethics. The Meeting Times and Instructor tab is highlighted with a red box. The screen shows a table with columns for Meeting Time, Meeting Type, Start Date, End Date, and days of the week (Monday, Tuesday, Wednesday).

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday
<input type="text" value=""/>	2	08/20/2018	12/12/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. From the **Related** tab select **Query Available Class Room (SLQMEET)**.



7. By default, your meeting time which you have set up is already selected. If you wish to search a specific Building for a classroom, **enter the Building name in the Building Field or leave blank** to search for all available classrooms.

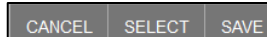
8. Click the **GO**  button.

9. Click on the blue line in the class room query results section to show all available rooms during the time designated for the course.

10. Use the navigation bar to search for an available room.

Building	Room	Description	Campus	Site	Capacity
AUSTIN	00203	CLASSROOM	008		48
AUSTIN	00304	CLASSROOM	008		60
AUSTIN	00306	CLASSROOM	008		52
AUSTIN	00320	CLASSROOM	008		48
BATE	01030	Classroom	008		40
BATE	02017	Class Laboratory	008		25
GRAHAM	00309	Class Laboratory	008		35
HOWSCI	0E205	Classroom	008		42
HOWSCI	0E307	Class Laboratory	008		36
HOWSCI	0N106	Classroom	008		54

11. Select the classroom you would like to schedule and click the SELECT button.



The information will be added to the course record.

Building	Room	Description	Campus	Site	Capacity
AUSTIN	00203	CLASSROOM	008		48
AUSTIN	00304	CLASSROOM	008		60
AUSTIN	00306	CLASSROOM	008		52
AUSTIN	00320	CLASSROOM	008		48
BATE	01030	Classroom	008		40
BATE	02017	Class Laboratory	008		25
GRAHAM	00309	Class Laboratory	008		35
HOWSCI	0E205	Classroom	008		42
HOWSCI	0E307	Class Laboratory	008		36
HOWSCI	0N106	Classroom	008		54

Record 5 of 81

CANCEL SELECT SAVE

12. Click the Meeting Location and Credits tab to verify that the classroom information has been entered.

Course Section Information		Section Enrollment Information		Meeting Times and Instructor		Section Preferences		
Times and Instructors		Scheduler Preferences						
Meeting Dates		Meeting Location and Credits						
SCHEDULE								
Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Ro
	BATE	01030	04	2.50		3.000	<input type="checkbox"/>	
INSTRUCTOR								
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indic		
01	B00007147	Kros, John F.	0.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

13. Click the Save Button.

