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.
4. Click the GO button.
5. Click the Meeting Times and Instructor Tab.
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 classroom 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.
11. **Select the classroom you would like to schedule and click the SELECT button.**
   The information will be added to the course record.

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

13. **Click the Save Button.**