CLASSROOM ESTABLISHMENT PROCESS

1. College/Department (Works out their room needs and potential assignment)
   - Submit Space Request Form
   - Communicate Conflict if any

2. Registrar Office (Discuss Enrollment and requirements for rooms)

3. Space Officer (Analyze Request and determine if there are any conflicts.)

4. Space Officer (Manage Space Request Process)
   - See SPACE REQUEST PROCESS

5. Space Officer (Enter Data in Space Inventory)

6. Space Officer (Forward Room number and Capacity information to Office of the Registrar and GIS Engineer)

7. Banner Staff (Enter Data in BANNER)

8. GIS Engineer (Updates Campus Map)

SPACE MANAGEMENT: Office of Design and Construction, sjp 2014
CLASSROOM ESTABLISHMENT PROCESS
New Construction

Registrar Office

2
(Discuss Enrollment and requirements for rooms)

College/Department
(Works out their room needs and potential assignment)

1
(Communicate Room and Capacity information)
(Communicate Conflict if any)

Space Officer
(Analyze Request and determine if there are any conflicts.)

3

Space Officer
(Enter Data in Space Inventory)

4

Space Officer
(Forward Room and Capacity information to Office of the Registrar and GIS Engineer)

5

Banner Staff
(Enter Data in BANNER)

6

GIS Engineer
(Updates Campus Map)

7

SPACE DATABASE