

CLASSROOM CHANGE PROCEDURES

Classroom assignments are made in cooperation with the faculty and division office. An attempt is made to match the desired classroom environment to each course. Due to room configuration, technology, class size, classroom furniture, planned instructional strategies, and/or the nature of the course, it is sometimes beneficial to relocate a class to a more suitable environment after the semester has begun.

Under no circumstances should an instructor take it upon herself/himself to move a class without seeking approval.

There are several reasons for this directive:

1. Students arriving late to the classroom of record may assume the class has been dismissed or canceled.
2. During emergency situations involving a student or faculty member, the Campus Safety Office or Health Services Office may need to find someone and go to the classroom (of record) to pass along important information. (A crisis involving a family member is an example of a typical emergency.) If the class has been moved without prior approval, the person may not be found and the important message may not be delivered.
3. In addition, vacant classroom space may be reserved for college functions or rented to outside organizations. So, although it may appear that a classroom is vacant, it may only be a temporary vacancy.

It is much easier to request a classroom relocation than to experience needless problems later. The steps to follow are simple:

1. Call Jeff Coles at 468-4200, or email jtcoles@lc.edu with the following information:
 - a. Course subject, number and section (**for example: ACCT-131-60**)
 - b. Current room number (**for example: BA 3409**); desired room number (if known)
 - c. Reason for change.
2. If the change can be made, the new information will be updated in Colleague and will be visible to students in SelfService and notification of the change will be sent to the appropriate Division Office.

Additional information regarding classroom change procedures may be obtained from Jeff Coles in CW 2329, 468-4200.