



Query Procedure

- 1 In SSASECT, select (or create) the appropriate section.
 - 2 Go to the **Meeting Time** window.
- Enter search criteria**
- 3 Select **Options > Query Available Class Room** to display the SLOMEET query form. The section enrollment number defaults into the **Capacity** field. You can search for rooms that are still available, by attribute and capacity.
 - 4 Enter search criteria:
 - a Double-click in **Attribute** to select from a list of room attributes. (Attributes saved in **Section Room Attribute Preferences** do not default into this query form. You must re-enter them here.)
 - b If necessary, you can change the number in **Capacity** for search purposes only; note that changing the number does not alter the actual section enrollment).
- Execute the query**
- 5 To execute the query, select **Options > Available Rooms**. (F8 does not execute a query in this query form).

The search returns a list of rooms which fit your attribute / capacity requirements, and are available.

If the search returns no matches, you can enter new search criteria, or change the timeslot, etc.
- Book or request the room**
- 6 If you find an available room, do one of the following:
 - If the room is controlled by your department, you can book it in the **Meeting Time** window.
 - If not, email your request to your Faculty Class Scheduler, who will process the request.
 - 7 If Minerva's web scheduling is open to students temporarily close the section until the room is booked, to ensure no students can register in a section with no room. Once the room has been booked, the section can be reopened for student registration.