

Search for a room (SLQMEET)

Use of SLQMEET

This form is used to search for available rooms based on schedule info and/ or room attributes. McGill schedulers can only book rooms they have authorization to book, meaning rooms that are controlled by their department directly. Other rooms can only be booked by Faculty schedule coordinators or by the UCSO. All general purpose rooms will be booked by the UCSO using scheduling software. This query form may be used to identify preferred rooms or to make recomendations to your Faculty schedule coordinator.

Meet: 🛛 🛡 🛛 Mon 🖓 Tue 🖓 V	/ed 🗆 Th	u 🗹 Fri	Sat Sun From Time: 0905	To Ti	me: [1655
Building: Ca	ampus: 1		Site:	Capa	city:	80
Desired Room Attributes	Building	Room	Available Rooms block Description	Campu	s Site	Capacity
Attribute	ARTS BRONF	W-120 151				148 200
Soza Video Data Projector	BRONF	179 1B36				85
	BURN DUFF	1B45 THTR 1		1		135 162
	EDUC ENGMC	129 11				100 91
	ENGMC ENGMC	13 204				130 201
	ENGMC ENGMD	304 276		1		201 104
	ENGMD ENGMD	279				124
	LEA	132		1		612 🛡

At least one criteria must be selected from either the key block or the Room Attributes block in order to get results in the Available Rooms block (third).

Since this form can only be accessed from within the Meeting Time block of SSASECT, any schedule criteria specified in that block automatically defaults into the key block of SLQMEET. This facilitates searching for rooms that fit the section's requirements.

Note

SLQMEET is only accessible from SSASECT>Meeting Time.

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 SLQMEET 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.				