



**Background**

The **Maintain Schedule of Classes** tile in UAccess is utilized by department schedulers to request Collaborative Learning Spaces (CLS) during Open Scheduling. The resource guide will address how to make a request for a CLS once the requested classroom is identified and the instructor has applied and received confirmation of CLS Preferred Instructor status. Classrooms that are Departmentally Scheduled do not follow this process and are scheduled directly with the department.

**How do I request a Collaborative Learning Space?**

**Step 1:** Follow the actions outlined below in the **Maintain Schedule of Classes** tile

**Meeting Tab:** CLS classes have room characteristics of 32 and 35

**Meeting Pattern** = enter Facility ID 999-RMRQST and the days and time the course will meet

**Instructors For Meeting Pattern** = at least one of the listed instructors is a CLS-preferred instructor

**Room Characteristics**

- **32** for a Centrally Scheduled Classroom
- **35** for a Collaborative Learning Space

**Meetings** | Enrollment Cntrl | Reserve Cap | Notes | LMS Data

Course ID 020850 Course Offering Nbr 1  
 Academic Institution The University of Arizona  
 Term Spring 2022 Undergrad  
 Subject Area MATH Mathematics Main  
 Catalog Nbr 112 Col Alg Cncpts+Aplcns

**Class Sections** | Find | View All | First 1 of 35 | Last

Session 1 Regular Academic Session Class Nbr 54102  
 Class Section 001 Component Lecture Event ID 000178272  
 Associated Class 1 Units 3.00

**Meeting Pattern** | Find | View All | First 1 of 1 | Last

Facility ID RMRQST-999 Capacity 43 Pat [ ] Mtg Start 10:00AM Mtg End 10:50AM M [x] T [x] W [ ] T [ ] F [x] S [ ] \*Start/End Date 01/12/2022 05/04/2022

**Instructors For Meeting Pattern** | Personalize | Find | View All | First 1-2 of 4 | Last

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
[ ]	[ ]	Primary Instructor	[x]	Post	[ ]	0	[ ]
[ ]	Deemer, Tina M	Primary Instructor	[ ]	Post	[ ]	0	[ ]

**Room Characteristics** | Personalize | Find | View All | First 1-2 of 2 | Last

*Room Characteristic	Description	*Quantity
32	Centrally Scheduled	1
35	Collaborative Learning Space	1

**Step 2:** Set the enrollment capacity

**Maintain Schedule of Classes > Enrollment Cntrl**

Enrollment Control= set the enrollment capacity and requested room capacity to match. Inflating requested room capacity limits room options.

**Enrollment Cntrl** | Reserve Cap | Notes | LMS Data

Course ID 020850 Course Offering Nbr 1  
 Academic Institution The University of Arizona  
 Term Spring 2022 Undergrad  
 Subject Area MATH Mathematics Main  
 Catalog Nbr 112 Col Alg Cncpts+Aplcns

**Enrollment Control** | Find | View All | First 2 of 35 | Last

Session 1 Regular Academic Session Class Nbr 65858  
 Class Section 002 Component Lecture Event ID 000177657  
 Associated Class 2 Units 3.00

\*Class Status Active [ ] Cancel Class

Class Type Enrollment Enrollment Status Closed

\*Add Consent No Special Consent Required Requested Room Capacity 80 Total  
 \*Drop Consent No Special Consent Required Enrollment Capacity 60 60  
 1st Auto Enroll Section [ ] Wait List Capacity [ ] 0  
 2nd Auto Enroll Section [ ] Minimum Enrollment Nbr [ ]  
 Resection to Section [ ]

Auto Enroll from Wait List  Cancel if Student Enrolled

[ Save ] [ Return to Search ] [ Notify ]

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | LMS Data