


On the Faculty tab of myMCC (pink arrow), find and click Classroom Change Request (green arrow) in the Faculty Tools channel.

The screenshot displays the myMCC Faculty tab interface. At the top, a navigation bar includes links for Home, Alumni, MyCourses, Student Services, Campus Life, Library, Faculty, Employee, and Curriculum. The Faculty tab is highlighted. Below the navigation bar, the main content area is divided into several sections:

- Faculty Dashboard:** A message states, "There are no class assignments at this time."
- Faculty Tools:** A list of links is provided, including Blackboard Login, Blackboard Training, Advising Tools, Cancel a Class, Class Roster Photo Directory, Classroom Change Request, Classroom Technology, Curriculum Proposals, Early Warnings, Faculty Web Page Directory, Final Exam Request, Behavioral Early Alert Team Referral Form, WINS Workshop, Waitlist Information, and Master Schedule Request. A green arrow points to the "Classroom Change Request" link.
- Faculty Resources:** A list of links is provided, including Faculty Handbook, Faculty Innovation Center, Faculty Senate, and Banner Self Service Training Materials.
- Faculty Grade and Attendance:** A section with a "Final Grades" dropdown menu and a "Go" button. Below this, a message states, "No Final Grades are required at this time." A pink arrow points to the Faculty tab in the navigation bar.
- Attendance & Grading:** A section with links for Attendance (Attendance Directions) and Grading (Video How-to for Entering Grades).
- Degree Works:** A section featuring an image of a hand holding a smartphone displaying a map application.

Data entry form should look something like this:



Monroe Community College
STATE UNIVERSITY OF NEW YORK

Welcome: RFATHERGILL Logout

Room Change Request

Changes are based on room availability, and we do not guarantee that options will be available, especially during prime-time hours.

Acceptable reasons for the request: features unique to requested classroom (indicate), instructor's physical limitation, classes that will be taught back-to-back.

Changes to classroom assignments can be requested by the department offering the course or by the instructor of the course. Please complete the below request form. All requests will be processed within 2 business days. All changes will be reflected on the Master Schedule.

Data Entry

Requestor Name **Robert Fathergill**

Email Address **rfathergill@monroecc.edu**

Term **---Select a Term---**

Campus

Course Id

Course Title

Reason for Requested Change

Room Type Needed **---Select a Room Type---**

Classroom Features Needed

☐ Auditorium Seating

☐ BluRay DVD Player

☐ Document camera

☐ Laptop hook up

☐ Piano

☐ Smart cart

☐ TV-VCR

☐ Blackboard

☐ Chalkboard

☐ DVD/VCR combo player

☐ Microphone hook up

☐ Projector Screen

☐ Tables & chairs

☐ Whiteboard

☐ Blackboard overhead projector

☐ Data projector

☐ Handicap accessible

☐ Overhead Transparency Projector

☐ Smart board

☐ Tablet arm chairs

Does your class require a specific departmentally owned room? **No**

Additional Comments...use this area to clarify and finetune the request, or to describe preferences you might have among the various features you've chosen (for example, First Choice - Whiteboard Second Choice - Blackboard)

Submit

After clicking the Submit button, you will be copied in an email sent to Registration and Records. This email will describe the details of your request. You will receive another email once the request has been processed. If granted, that email will notify you regarding the specific room number that has been assigned.

The form should know who you are (green). Choose a term from the drop-down (pink)

Data Entry

Requestor Name **Robert Fathergill**

Email Address **rfathergill@monroecc.edu**

Term **---Select a Term---**

Campus

Course Id

Course Title

The CRN box appears:

Data Entry

Requestor Name **Robert Fathergill**

Email Address **rfathergill@monroecc.edu**

Term **Spring 2016**

Course Reference Number (CRN)

Campus

Course Id

Course Title

Type a CRN for the term (green). When you hit the Tab or Enter key, some course detail will appear (pink). The cursor then goes to the Reason for Requested Change box.

Data Entry

Requestor Name **Robert Fathergill**

Email Address **rfathergill@monroecc.edu**

Term **Spring 2016**

Course Reference Number (CRN) **11111**

Please review the course details below to ensure you are course section

Campus **No such CRN for chosen term**

Course Id **No such CRN for chosen term**

Course Title **No such CRN for chosen term**

Oops. Type a **valid** CRN for the term (green). When you hit the Tab or Enter key, some course detail will appear (pink). The cursor then goes to the Reason for Requested Change box. You must give a reason.

Data Entry

Requestor Name **Robert Fathergill**
Email Address **rfathergill@monroecc.edu**
Term **Spring 2016**
Course Reference Number (CRN) **30145**
Please review the course details below to ensure you are requesting changes for the correct course section
Campus **Brighton Campus**
Course Id **HIS-275-001**
Course Title **Hist&Cul Analy Holocaust-WR**
Reason for Requested Change

You'll need a better reason than this:

Data Entry

Requestor Name **Robert Fathergill**
Email Address **rfathergill@monroecc.edu**
Term **Spring 2016**
Course Reference Number (CRN) **30145**
Please review the course details below to ensure you are requestin course section
Campus **Brighton Campus**
Course Id **HIS-275-001**
Course Title **Hist&Cul Analy Holocaust-WR**
Reason for Requested Change **Because Bob says I must**

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That is a better reason (green). Notice the limitation on number of text characters (pink).

Data Entry

Requestor Name **Robert Fathergill**
Email Address **rfathergill@monroecc.edu**
Term **Spring 2016**
Course Reference Number (CRN) **30145**
Please review the course details below to ensure you are requesting course section
Campus **Brighton Campus**
Course Id **HIS-275-001**
Course Title **Hist&Cul Analy Holocaust-WR**
Reason for Requested Change
The current room does not have a chalkboard
43 of 150

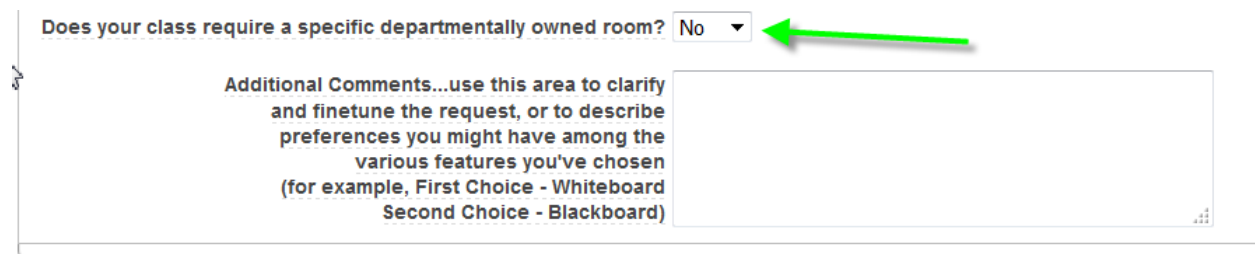
Choose a Room Type (green) from the list, and check whatever Features (pink) apply. You can choose multiple features. Every effort will be made to accommodate these choices but exact fulfillment may not be possible.

Data Entry

Requestor Name **Robert Fathergill**
Email Address **rfathergill@monroecc.edu**
Term **Spring 2016**
Course Reference Number (CRN) **30145**
Please review the course details below to ensure you are requesting changes for the correct course section
Campus **Brighton Campus**
Course Id **HIS-275-001**
Course Title **Hist&Cul Analy Holocaust-WR**
Reason for Requested Change
The current room does not have a chalkboard
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Room Type Needed **Classroom**
Classroom Features Needed

<input type="checkbox"/> Auditorium Seating	<input type="checkbox"/> Blackboard	<input type="checkbox"/> Blackboard overhead projector
<input type="checkbox"/> BluRay DVD Player	<input checked="" type="checkbox"/> Chalkboard	<input type="checkbox"/> Data projector
<input checked="" type="checkbox"/> Desk & chairs	<input type="checkbox"/> Document camera	<input type="checkbox"/> DVD/VCR combo player
<input type="checkbox"/> Extron room control	<input type="checkbox"/> Handicap accessible	<input type="checkbox"/> HDMI hook up
<input type="checkbox"/> Laptop hook up	<input type="checkbox"/> Microphone hook up	<input checked="" type="checkbox"/> Overhead Transparency Projector
<input type="checkbox"/> Piano	<input type="checkbox"/> Projector Screen	<input type="checkbox"/> Smart board
<input type="checkbox"/> Smart cart	<input type="checkbox"/> Sound System	<input type="checkbox"/> Tables & chairs
<input type="checkbox"/> Tablet arm chairs	<input type="checkbox"/> TV-VCR	<input type="checkbox"/> Whiteboard

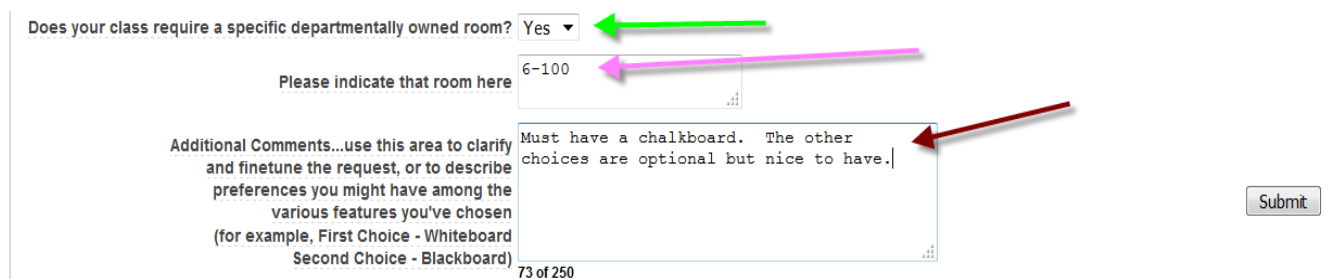
You can leave this one as is, if you don't have a specific room in mind.



Does your class require a specific departmentally owned room? No

Additional Comments...use this area to clarify and finetune the request, or to describe preferences you might have among the various features you've chosen (for example, First Choice - Whiteboard Second Choice - Blackboard)

If you do have a room in mind, however, choose Yes (green) and another box appears where you can name that room (pink). 6-100, by the way, is not really a classroom. You can prioritize your choice of Features above in the next box (red, brown, whatever color that is)



Does your class require a specific departmentally owned room? Yes

Please indicate that room here 6-100

Additional Comments...use this area to clarify and finetune the request, or to describe preferences you might have among the various features you've chosen (for example, First Choice - Whiteboard Second Choice - Blackboard)

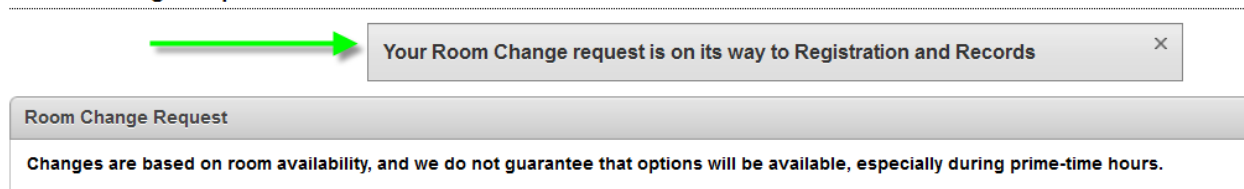
Must have a chalkboard. The other choices are optional but nice to have.

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Submit

When you have completed the form, you can click the Submit button and the form will reappear with a happy message at the top.

Room Change Request



Your Room Change request is on its way to Registration and Records

Room Change Request

Changes are based on room availability, and we do not guarantee that options will be available, especially during prime-time hours.

If there were errors or missing data in the form, you'll get a message about that too and have an immediate chance to fix them.

After clicking the Submit button, you will be copied in an email sent to Registration and Records. This email will describe the details of your request. You will receive another email once the request has been processed. If granted, that email will notify you regarding the specific room number that has been assigned.