

# How To Plan Events and Request Space at Columbia College

All events must be entered into the College's Master Schedule.

This can be done by visiting the [College Master Schedule \(R25\)](#)

Go to Columbia's Homepage and click on Faculty+Staff



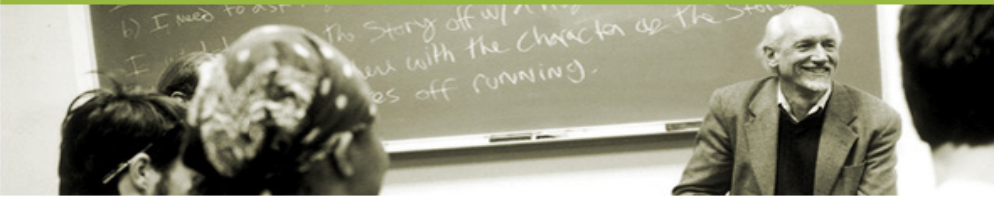
Click on College [Master Schedule \(R25\)](#)

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Columbia COLLEGE CHICAGO **faculty + staff**

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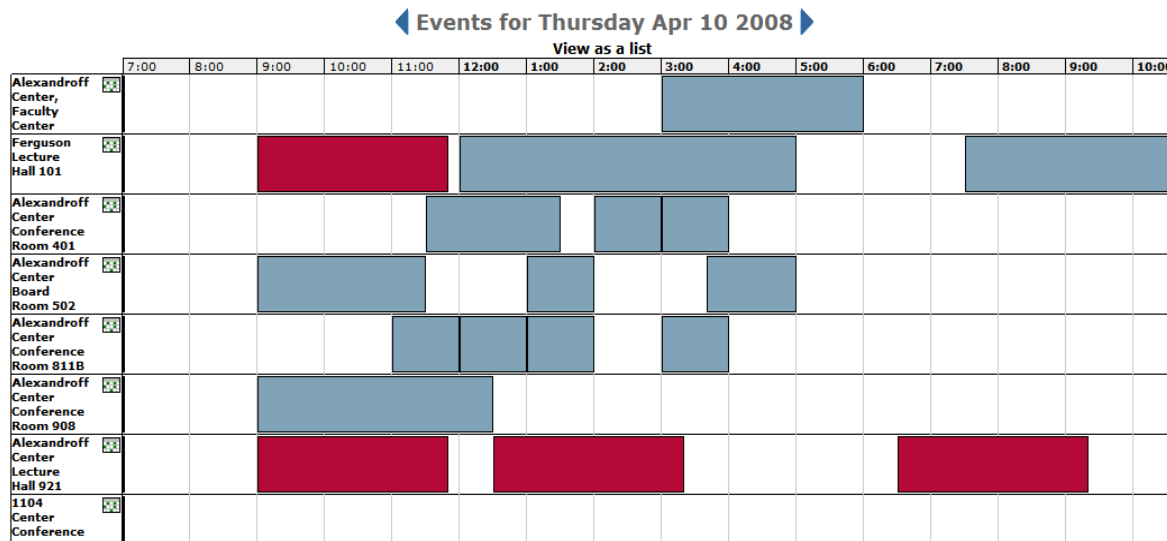
**Quick Links:**  
 → [Oasis](#)  
 → [Oasis Help](#)  
 → [Adjunct Faculty Email \(myoasis\)](#)  
 → [Columbia Online](#)

 print this page  
 e-mail this page



Campus Environment

The first view is for conference rooms and lecture halls.



Campus Environment

Or select the view you want:

Events by Date

Rooms by Name

(the selected view is highlighted in gold)



## Rooms by Date view (as a list)

[Events](#)
[Rooms](#)
[My Requests](#)
[My Workflow](#)

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[By Date](#) | [By Name](#) | [Map](#)

◀ **Events for Friday Apr 06 2007** ▶

[View as a grid](#)











Location	Start	End	Event
<input checked="" type="checkbox"/> Alexandroff Center 1008			
<input checked="" type="checkbox"/> Ferguson Lecture Hall 101			
<input checked="" type="checkbox"/> Alexandroff Center 1103			
<input checked="" type="checkbox"/> Alexandroff Center 1107			
<input checked="" type="checkbox"/> Alexandroff Center 1109	08:30 AM	12:20 PM	Digital Photography for Non-
<input checked="" type="checkbox"/> Alexandroff Center 1111			
<input checked="" type="checkbox"/> Alexandroff Center 1203	08:30 AM 01:00 PM	12:20 PM 04:50 PM	Darkroom Workshop III Pinhole Photography
<input checked="" type="checkbox"/> Alexandroff Center 1205	08:30 AM 01:00 PM	12:20 PM 04:50 PM	Darkroom Workshop I Darkroom Workshop I
<input checked="" type="checkbox"/> Alexandroff Center 1207	01:00 PM	04:50 PM	View Camera I
<input checked="" type="checkbox"/> Alexandroff Center 1209			
<input checked="" type="checkbox"/> Alexandroff Center 1301	12:30 PM	03:20 PM	Rock on Television
<input checked="" type="checkbox"/> Alexandroff Center 1314			

## Rooms by Date (as a grid)

Events **Rooms** My Requests My Workflow  
 By Date | By Name | Map

◀ Events for Friday Apr 06 2007 ▶

[View as a list](#)

	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00
Alexandroff Center 1008 	█										
Ferguson Lecture Hall 101 	█										
Alexandroff Center 1103 											
Alexandroff Center 1107 	█										
Alexandroff Center 1109 	█		█								
Alexandroff Center 1111 	█										
Alexandroff Center 1203 	█		█					█			
Alexandroff Center 1205 	█		█					█			
Alexandroff Center 1207 	█							█			
Alexandroff 	█										

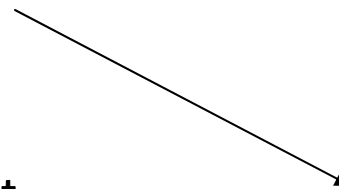
## Rooms by Name view

Events **Rooms** My Requests My Workflow  
By Date | **By Name** | Map

### Locations By Name

Please select a location from the list on the right.

This view is useful if you cannot find your space in any of the other views.



Locations

A-B

- ACC, THE L
- ACC,100
- ACC,1004
- ACC,1008
- ACC,101
- ACC,1100
- ACC,1101
- ACC,1103
- ACC,1107**
- ACC,1109
- ACC,1110
- ACC,1201
- ACC,1202
- ACC,1203
- ACC,1205
- ACC,1207
- ACC,1209
- ACC,1301
- ACC,1303
- ACC,1309

Alexandroff Center 1107

Campus Environment

This view (Rooms by Name) provides a grid of the space for one week.

◀ Events in ACC,921 for the Week of Apr 01 2007 ▶

Courses  
are in  
**red.**

Events  
are in  
**blue**

ACC,921

1 Weeks	Sun	Mon	Tue	Wed	Thu	Fri	Sat
06:00		[Black block]					
07:00							
08:00							
09:00							
10:00							
11:00							
12:00							
01:00		[Red block]	[Red block]	[Red block]	[Red block]		
02:00		[Red block]	[Red block]	[Red block]	[Red block]		
03:00		[Red block]	[Red block]	[Red block]	[Red block]		
04:00				[Blue block]			
05:00				[Blue block]			
06:00							[Black block]
07:00			[Red block]				[Black block]
08:00			[Red block]				[Black block]
09:00							[Black block]

Click to request an event.

Campus Environment

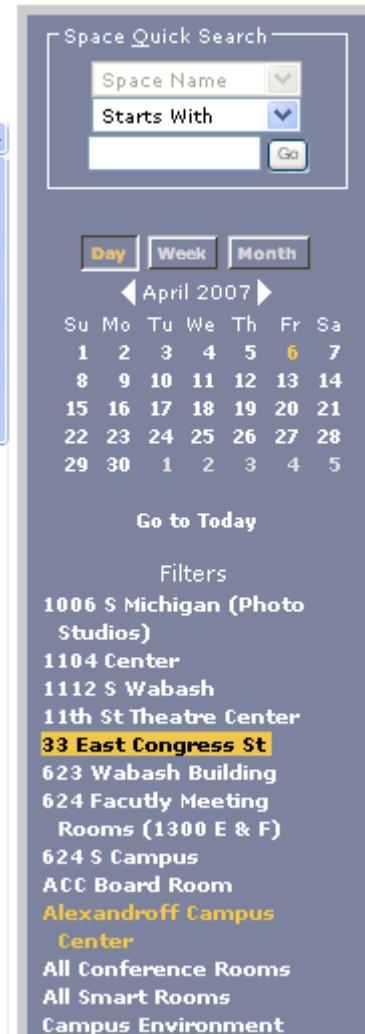
Navigate to the date  
or location by using:

*Quick Search*

*Calendar*

or

*Filters*



Space Quick Search

Space Name

Starts With

Go

Day Week Month

April 2007

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Go to Today

Filters

- 1006 S Michigan (Photo Studios)
- 1104 Center
- 1112 S Wabash
- 11th St Theatre Center
- 33 East Congress St**
- 623 Wabash Building
- 624 Faculty Meeting Rooms (1300 E & F)
- 624 S Campus
- ACC Board Room
- Alexandroff Campus Center
- All Conference Rooms
- All Smart Rooms
- Campus Environment

Campus Environment

Tip: The Events by Date view for one week is very useful as a quick calendar of specific events. This is a view of all ASL Courses for a week.

[Events](#) | [Rooms](#) | [My Requests](#) | [My Workflow](#)  
[By Date](#) | [My Reminders](#)



◀ Events for the Week of Apr 01 2007 ▶  
 View as a list

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	09:00 AM <b>American Sign Language I</b> W,214  09:00 AM <b>Advanced ASL Linguistics*</b> W,215  09:00 AM <b>Introduction to Interpreting and</b> <b>W,216</b>  10:30 AM <b>American Sign Language I</b> W,214  12:30 PM <b>American Sign Language IV*</b> W,214  12:30 PM <b>Simultaneous Interpreting:</b>	09:00 AM <b>Theory of Interpretation*</b> W,214  12:30 PM <b>American Sign Language II*</b> W,214  12:30 PM <b>American Sign Language I</b> W,317  12:30 PM <b>Simultaneous Interpreting:</b> W,216  02:00 PM <b>American Sign Language I</b> W,317  03:30 PM <b>Deaf Culture</b> W,216	09:00 AM <b>American Sign Language I</b> W,214  09:00 AM <b>Creativity and ASL*</b> W,215  10:30 AM <b>American Sign Language I</b> W,214  10:30 AM <b>American Sign Language II*</b> W,216  12:30 PM <b>American Sign Language IV*</b> W,214  12:30 PM <b>Consecutive Interpreting*</b> W,216	09:00 AM <b>American Sign Language I</b> W,317  12:30 PM <b>American Sign Language II*</b> W,214  12:30 PM <b>Linguistics of ASL*</b> W,627  12:30 PM <b>Transliterating &amp; Educational</b> W,216  02:00 PM <b>American Sign Language I</b> W,317  05:00 PM <b>American Sign Language II*</b>	09:00 AM <b>Language and Translation*</b> W,214  10:30 AM <b>American Sign Language II*</b> W,216  10:30 AM <b>Simultaneous Interpreting:</b> W,217  06:00 PM <b>Simultaneous Interpreting:</b> W,217	10:00 AM <b>Simultaneous Interpreting:</b> W,216

Event Quick Search

◀ April 2007

Su	Mo	Tu	We	Th
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	1	2	3

Go to Today







— Filters —

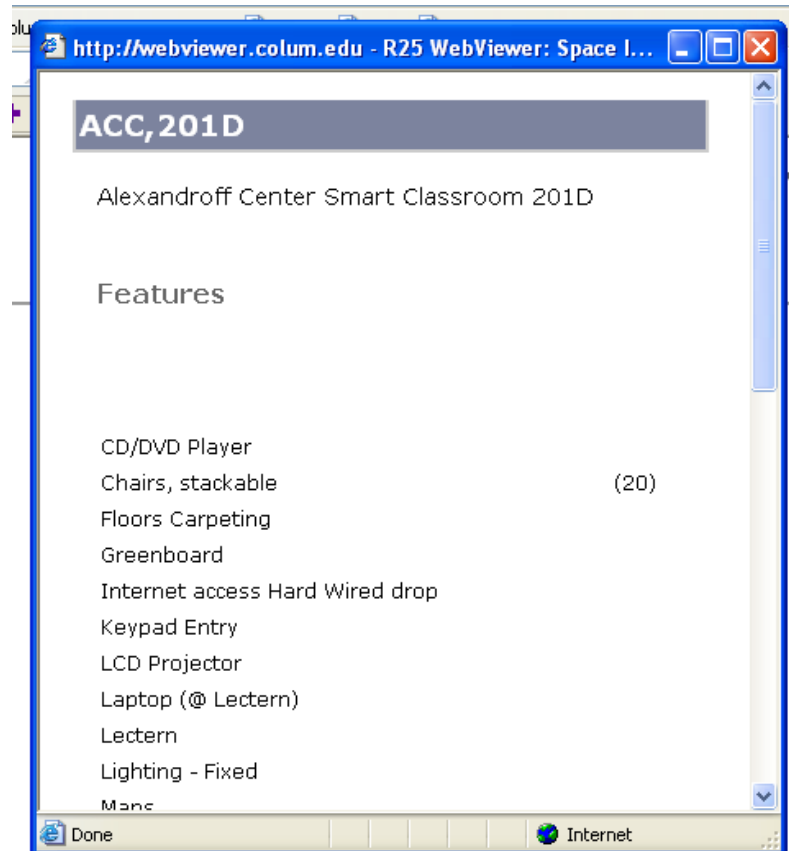
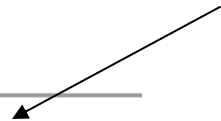
- American Sign La
- Architectural Stud
- Art & Design
- Arts, Entertainme

Building codes are listed here:



To find out information on a space (capacity, equipment, layout) or who approves the room, click on any space name.

- Location
- 
-  **Alexandroff Center 1008**
  -  **Ferguson Lecture Hall 101**
  -  **Alexandroff Center 1103**
  -  **Alexandroff Center 1107**
  -  **Alexandroff Center 1109**
  -  **Alexandroff Center 1111**



The screenshot shows a web browser window with the address bar containing 'http://webviewer.colum.edu - R25 WebViewer: Space I...'. The main content area displays the following information:

- ACC, 201D** (highlighted in a dark grey bar)
- Alexandroff Center Smart Classroom 201D
- Features**
- CD/DVD Player
- Chairs, stackable (20)
- Floors Carpeting
- Greenboard
- Internet access Hard Wired drop
- Keypad Entry
- LCD Projector
- Laptop (@ Lectern)
- Lectern
- Lighting - Fixed
- Man...

The browser's status bar at the bottom shows 'Done' and 'Internet'.

Campus Environment

Determine if the space you want is available.

Use the Rooms by Date (grid view)...

◀ Events for Monday Apr 09 2007 ▶

View as a list

	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00
Alexandroff Center, Faculty Center											
Alexandroff Center Conference Room 811B											
Alexandroff Center 11F											

Click to request an event.

Events **Rooms** My Requests My Workflow

By Date | By Name | Map

◀ Events in ACC,

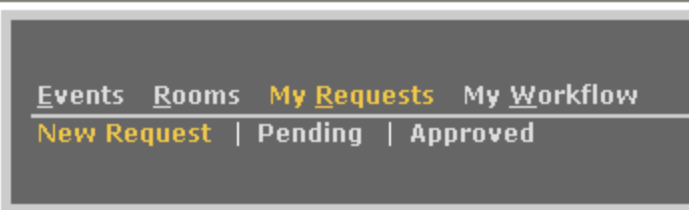
**ACC,811B**

1 Weeks	Sun	Mon	Tue	Wed	Thu
07:00					
08:00					
09:00					
10:00					
11:00					
12:00					
01:00					
02:00					
03:00					
04:00					
05:00					
06:00					
07:00					
08:00					
09:00					

...or the Rooms by Name view.

*Click on the time you would like to reserve.*

If you already know the space you want to request, click on My Requests, then New Request.



## Log in

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### User Logon

If you are not currently a user, please [click here](#). Forgot your username or password? [Click here](#) to have it reset.

Username (case sensitive):

Password (case sensitive):

Change your personal details, including password.

Campus Environment

If you are not currently a user, please [click here](#).

You can click above and create your own account. You must provide a phone number and email address in order for your event to get confirmed.

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Create a New User

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Please fill in as many details as possible. You must include a phone number and e-mail address or your event will not get scheduled. Required fields are labeled like **this**.

	First	MI	Last
Name :	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title:	<input type="text"/>		
Work Address:	<input type="text"/>		
City	<input type="text"/>		
State:	<input type="text"/>		
Zip Code:	<input type="text"/>		
<b>Phone:</b>	<input type="text"/>		
Fax:	<input type="text"/>		
<b>Email Address:</b>	<input type="text"/>		
<b>Username:</b>	<input type="text"/>		
<b>Password:</b>	<input type="text"/>		
<b>Confirm Password:</b>	<input type="text"/>		
	<input type="button" value="Submit"/>	<input type="button" value="Reset"/>	

Campus Environment

Complete the request form. Please provide as much information as possible. Always indicate the published start-time of the event (do not add in set-up time)

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### Request an Event

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Please fill in as many details as possible. Required fields are labeled like **this**. Describe A/V tech needs in the fields below. Please enter the actual start time of the event (without set-up time). Please check the building hours **here**. STUDENT ORGANIZATIONS - For [C] Spaces, please request space **here**.

**Event Name:**

Event Title (Optional):

Event Type: (Unspecified)

Sponsoring Organization: (Unspecified)

Expected Head Count:

---

**Start:** August  13  2007  11  : 00  AM

**End:** August  13  2007  12  : 00  PM

A department code is required in order for your request to be confirmed.

**Special Information:**

Department Code (required)	<input type="text"/>	(Whole Number)
Oasis Account (students only)	<input type="text"/>	(Whole Number)
Event Set-up Time	<input type="text"/>	(Time, e.g. 03:30 PM)
Event Take-down Time	<input type="text"/>	(Time, e.g. 03:30 PM)
<small>Will you set up the room yourself?</small>	<input type="checkbox"/>	

Indicate your event needs and any other special information.

**Event Needs:**

6' Tables	<input type="text" value="0"/>	(Number)
Chairs	<input type="text" value="0"/>	(Number)
DVD/VHS	<input type="text" value="0"/>	(Number)
Handheld Wireless Microphone	<input type="text" value="0"/>	(Number)
Lavalier Microphone	<input type="text" value="0"/>	(Number)
Lectern/Podium	<input type="text" value="0"/>	(Number)
Stage Lighting	<input type="text" value="0"/>	(Number)
Trash Bins	<input type="text" value="0"/>	(Number)

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**Special Information:**

Department Code (required)	<input type="text"/>	(Whole Number)
Oasis Account (students only)	<input type="text"/>	(Whole Number)
Event Set-up Time	<input type="text"/>	(Time, e.g. 03:30 PM)
Event Take-down Time	<input type="text"/>	(Time, e.g. 03:30 PM)
Will you set the room yourself?	<input type="checkbox"/>	
Seminar Set-up (open square)?	<input type="checkbox"/>	
Conference Set-up (tables together)?	<input type="checkbox"/>	
Theatre Style (chairs in rows)?	<input type="checkbox"/>	
Lecture Style (tables in rows)?	<input type="checkbox"/>	
Faculty Advisor (required for students)	<input type="text"/>	(Text)
Support Request of Instructional Media	<input type="checkbox"/>	
Event Clean-up?	<input type="checkbox"/>	

Campus Environment

Enter your set-up information and text that will be displayed on the web.

The fields below are particularly useful. The event set-up needs is seen and used by approvers and service providers only. The Event Information field is viewed by the public.

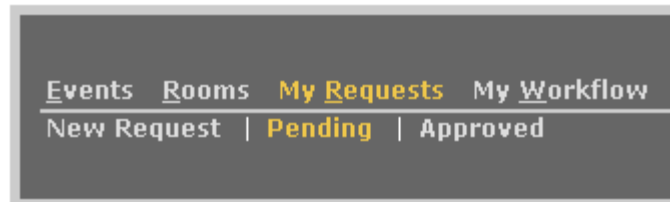
Event set-up needs:

Please set two tables against the wall. Place 5 chairs on stage. We will need two microphones on a stand.

Event information (posted on web):

This event is the third in a series presented by the Office of Campus Environment. Alicia Berg will address the projected enrollment growth and how the college plans to accommodate the increase in the student body.

You can track the progress of your event by clicking on Pending (not yet confirmed) or Approved (confirmed).

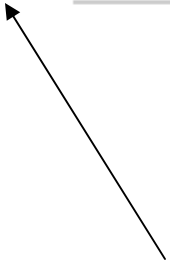


Pending requests can be changed by clicking on the edit link.

### My Pending Requests

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	Event Name	Reference	Start Date	Status	Scheduler
<a href="#">Edit</a>	<b>Campus Planning Lecture Series</b>	2007-AACVON	Apr 17 2007	Draft	<b>Bouchard, Peter F.</b>



All times are local for Central Time, U.S.A (Central), Canada (Central), Mexico.  
Questions? Comments? **Please contact the R25 Administrator.**

To cancel or change an approved request, click on the scheduler's name and send an email.

**My Approved Requests (Future Only)**

View: **Only Requests with Reservations in the Future** or **All Requests**

Event Name	Start Date	Location	Status	Scheduler
<b>908, R25 Implementation Group</b>	May 02 2007	<b>ACC,908</b> Alexandroff Center Conference Room 908	Confirmed	<b>Ratliff, Allison</b>
<b>ACC 605 R25</b>	May 22 2007	<b>ACC,605</b> Alexandroff Center IT Training Room 605	Confirmed	<b>Mastro, Susan</b>
<b>ACC 605 R25</b>	May 22 2007	<b>ACC,605</b> Alexandroff Center IT Training Room 605	Confirmed	<b>Mastro, Susan</b>
<b>Approver's Meeting</b>	Apr 20 2007	<b>ACC,401</b> Alexandroff Center Conference Room 401	Confirmed	<b>Farrell, Sherron</b>
<b>Campus Planning Lecture Series</b>	Apr 17 2007	<b>ACC,401</b> Alexandroff Center Conference Room 401	Confirmed	<b>Bouchard, Peter F.</b>

