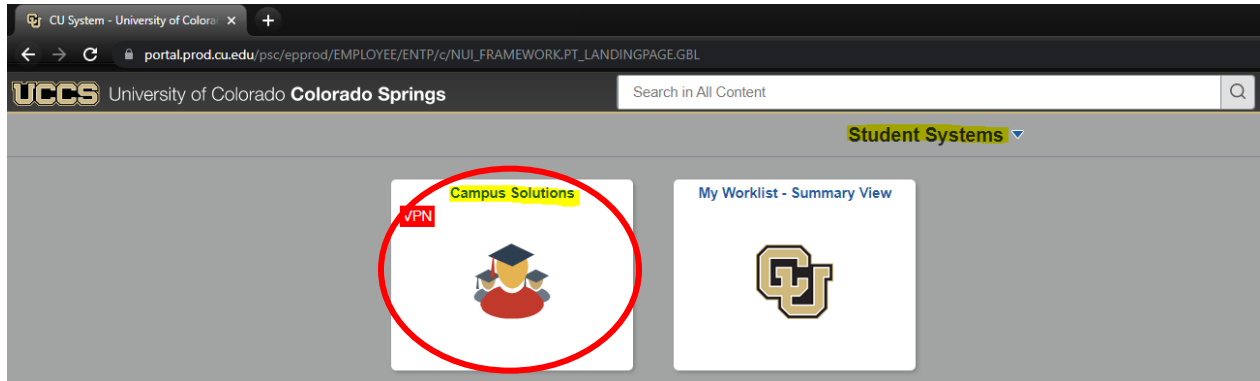


# Steps: Searching for Available Facilities in CU-SIS

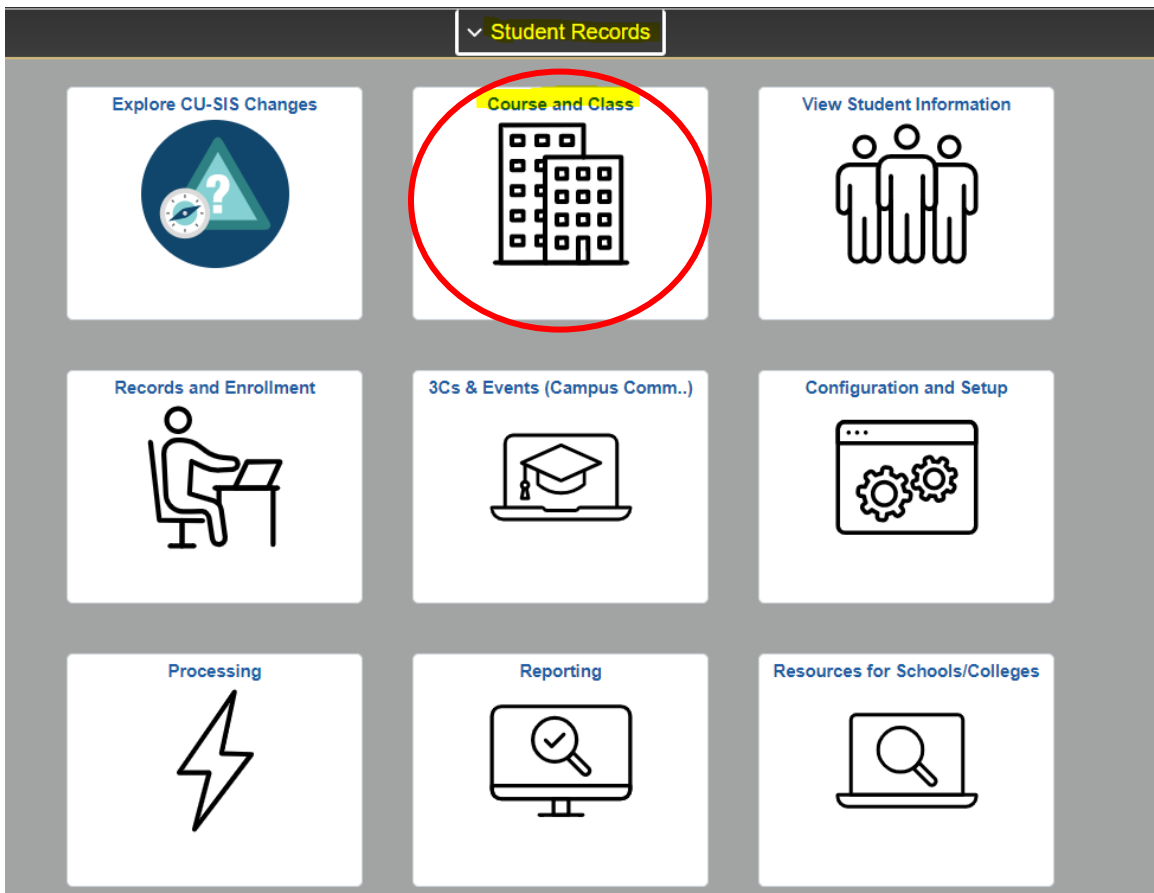
This CU-SIS search function is used to determine available general academic rooms for specific dates/times. It can be used for course scheduling and one-off-events such as meetings or conferences.

1. Navigate through the CU Resources Portal > Select *Student Systems* from CU resources dropdown menu > Click *Campus Solutions* tile

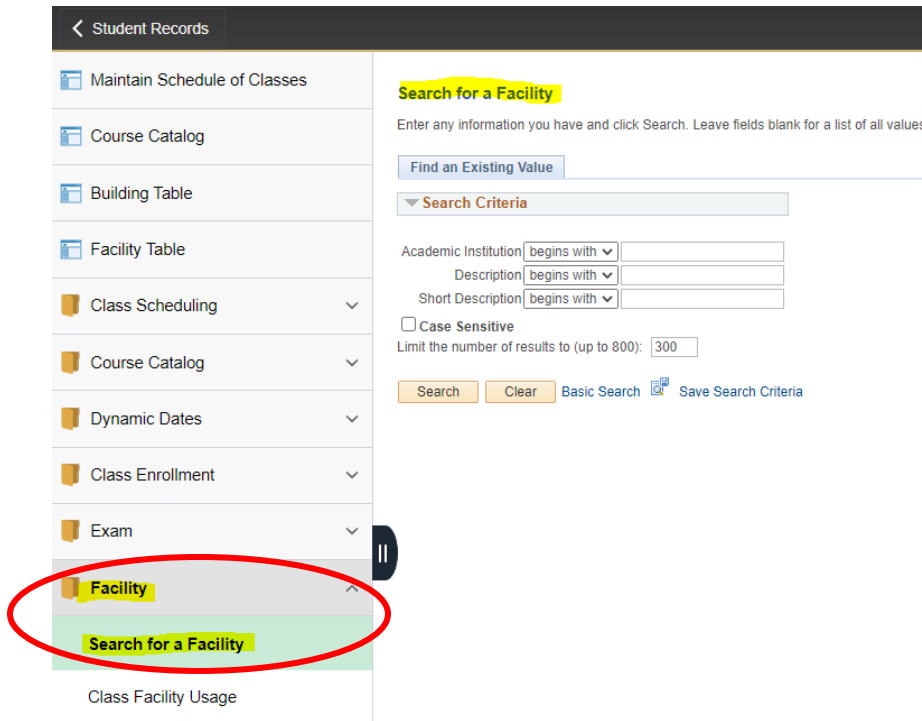
**a. Connection to UCCS Campus VPN required\***



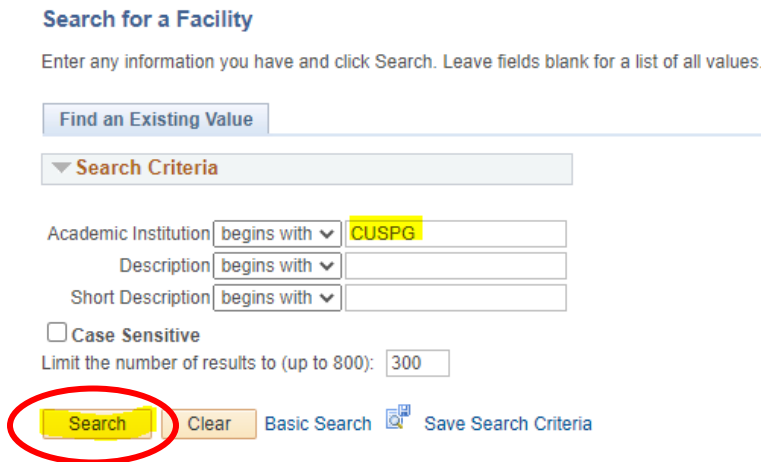
2. From *Student Records* screen > Select *Course and Class* tile



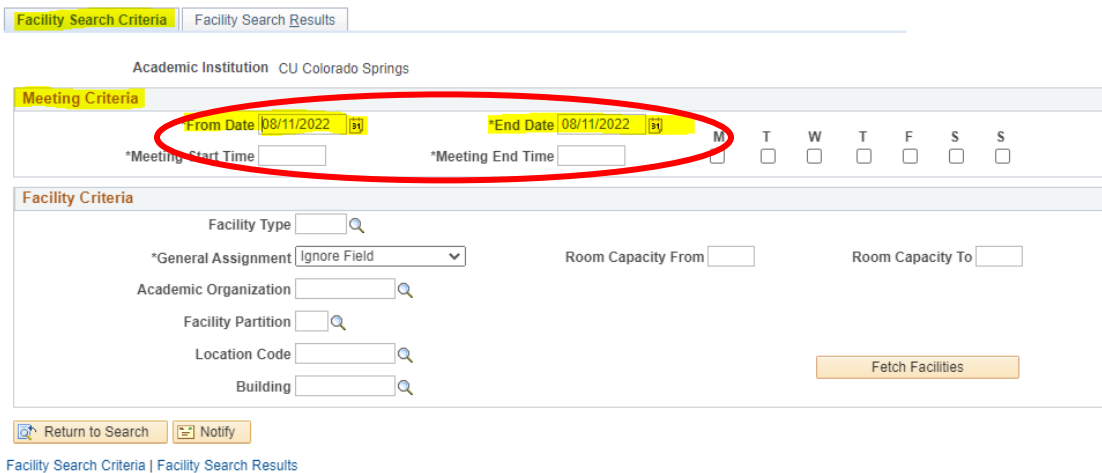
3. Using the *Facility* dropdown folder on the left-hand navigation pane > Select *Search for a Facility*



4. Set search parameters by entering CUSPG in the *Academic Institution* field and click the *Search* button



Once the Facility Search Criteria tab populates, the start/end date range fields will default to the current date:



5. In the *Meeting Criteria* fields - enter the date range, days of the week needed, and start/end time
  - a. Search criteria can be used for course scheduling or 1 day department ad-hoc meetings, events, or things of that nature.

*Example 1: Finding a classroom for a regular C semester course section this Fall that meets on Mondays and Wednesdays from 1:40pm-2:55pm would look like this:*

Facility Search Criteria | Facility Search Results

---

Academic Institution CU Colorado Springs

**Meeting Criteria**

\*From Date 08/22/2022   \*End Date 12/17/2022

\*Meeting Start Time 1:40PM \*Meeting End Time 2:55PM

M  T  W  T  F  S  S

*Example 2: Finding a space for an ad-hoc meeting that meets weekly during the regular Fall term on Mondays from 1:00pm-3:00pm would look like this:*

Facility Search Criteria | Facility Search Results

---

Academic Institution CU Colorado Springs

**Meeting Criteria**

\*From Date 08/22/2022   \*End Date 12/17/2022

\*Meeting Start Time 1:00PM \*Meeting End Time 3:00PM

M  T  W  T  F  S  S

*Example 3: Finding a space for an ad-hoc meeting that is meeting on Friday, August 26<sup>th</sup> from 1:00pm-3:00pm would look like this:*

Facility Search Criteria | Facility Search Results

---

Academic Institution CU Colorado Springs

**Meeting Criteria**

\*From Date 08/26/2022   \*End Date 08/26/2022

\*Meeting Start Time 1:00PM \*Meeting End Time 3:00PM

M  T  W  T  F  S  S

6. Next enter the requested information in the *Facility Criteria* fields
  - a. Option available to filter search with the following specifications: **Facility Type**, **Room Capacities**, **Building**, etc.

**Facility Criteria**

Facility Type

\*General Assignment

Room Capacity From  Room Capacity To

Academic Organization

Facility Partition

Location Code

Building

- b. Leave *Facility Type* field blank (if possible) in case spaces are coded as one type of space vs another. Example= classrooms with pop-up-computers desks are still coded as classrooms rather than a traditional computer lab.
  - i. Please reach out to Academic Scheduling ([schedreg@uccs.edu](mailto:schedreg@uccs.edu)) for additional steps on searching for computer labs!
- c. If no room capacity minimum needed, leave both *Room Capacity* fields blank. If the room *needs* to hold at least X amount of people, the system will require a minimum AND a maximum capacity be entered. In that case, users can always enter **999** to pull up all available options.

**\*\*\* Remember to always select “YES” for the *General Assignment* dropdown field to pull general academic spaces! Otherwise, the default is “Ignore Field.” \*\*\***

*Example 1: Finding a room in University Hall that can hold at least 25 people would look like this:*

*Example 2: Finding a room of any size in Columbine Hall would look like this:*

*Example 3: Finding a room of any size in any building would look like this:*

7. Once the Facility Search Criteria tab is filled out properly, click the Fetch Facilities button

Facility Search Criteria | Facility Search Results

Academic Institution CU Colorado Springs

**Meeting Criteria**

\*From Date 08/22/2022 \*End Date 12/17/2022

\*Meeting Start Time 1:40PM \*Meeting End Time 2:55PM

M T W T F S S

**Facility Criteria**

Facility Type

\*General Assignment Yes Room Capacity From  Room Capacity To

Academic Organization

Facility Partition

Location Code

Building

**Fetch Facilities**

[Return to Search](#) [Notify](#)

8. The search results will populate on the next tab *Facility Search Results*:

- The search specifications will display on the top in bold
- Ignore rooms without a capacity as they are not actual facilities
- General academic rooms with display a **Y** under the *Assignment* column for “Yes”

Facility Search Criteria | Facility Search Results

Academic Institution CU Colorado Springs

The following facilities match your search criteria. From Date: **08/22/2022**, End Date: **12/17/2022**, Meeting Start Time: **1:40PM**, Meeting End Time: **2:55PM**, Day of Week: **Mon Wed**, General Assignment: **Yes**.

Building	Room	Facility ID	Capacity	Type	Acad Org	Assignment	Partition	Location
COLUMBINE	105	CCOLU105	11	SMNR		Y		MAIN
NO	ROOM	CNO ROOM		LCTR		Y		MAIN
NO	S25	CNO S25		LCTR		Y		MAIN
OFF	SITE	COFF SITE		LCTR		Y		MAIN
MEETS	REMOTELY	CREMOTE		NMAP		Y		MAIN
UNIV_HALL	133	CU H 133	48	CLR		Y		MAIN
UNIV_HALL	B-181	CU H 181	10	SMNR		Y		MAIN

[Return to Search](#) [Notify](#)

Facility Search Criteria | Facility Search Results

If a user’s search results in the following screen, that means there are no (general academic) spaces available during the specified criteria:

Facility Search Criteria | Facility Search Results

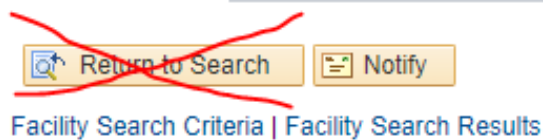
Academic Institution CU Colorado Springs

The following facilities match your search criteria. From Date: **06/30/2022**, End Date: **12/17/2022**, Meeting Start Time: **8:00AM**, Meeting End Time: **9:15AM**, Day of Week: **Mon Wed**, General Assignment: **Yes**, Room Capacity From: **50**, Room Capacity To: **300**, Building: **C\_UHAL**,

**The search returns no results that match the criteria specified.**

[Return to Search](#) [Notify](#)

9. To avoid redundancy and frustration = **DO NOT** click the *Return to Search* button if you are still searching for rooms!



- a. This will cause the search to backtrack to the first *Find an Existing Value* screen and will wipe the entered search criteria. Do not click this button to avoid refilling out all the information again!

**Search for a Facility**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Academic Institution

Description

Short Description

Case Sensitive

Limit the number of results to (up to 800):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**

View All First 1 of 1 Last

Academic Institution	Description	Short Description
CUSPG	CU Colorado Springs	CUSPG

**INSTEAD:** Click the 1<sup>st</sup> *Facility Search Criteria* tab and the system will allow the user to adjust any/all search criteria fields as needed:

[Facility Search Criteria](#) | [Facility Search Results](#)

Academic Institution CU Colorado Springs

The following facilities match your search criteria. From Date: **06/30/2022**, End Date: **12/17/2022**, Meeting Start Time: **8:00AM**, Meeting End Time: **9:15AM**, Day of Week: **Mon Wed**, General Assignment: **Yes**, Room Capacity From: **25**, Room Capacity To: **300**,

Building	Room	Facility ID	Capacity	Type	Acad Org	Assignment	Partition	Location
CENTENNIAL	203	CCENT203	290	AUD		Y		MAIN

[Return to Search](#) [Notify](#)

[Facility Search Criteria](#) | [Facility Search Results](#)

10. Once back to the *Facility Search Criteria* tab, repeat STEPS 3-5 to run alternative searches until a space that meets the necessary requirements is found!

**\*\*\* Contact Event Services (events@uccs.edu) directly to reserve any general academic rooms for ad-hoc meetings/events. \*\*\***