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

✓ Student Records	
T Maintain Schedule of Classes	Search for a Facility
🔚 Course Catalog	Enter any information you have and click Search. Leave fields blank for a list of all values.
Building Table	Search Criteria
Facility Table	Academic Institution begins with
Class Scheduling ~	Short Description begins with v
Course Catalog ~	Limit the number of results to (up to 800): 300
Dynamic Dates ~	Gearchi Creat Dasic Searchi 🤤 Save Searchi Critetra
Class Enrollment	
📕 Exam 🗸 🗸	
Facility	
Search for a Facility	
Class Facility Usage	

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

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 begins with V CUSPG	
Description begins with 🗸	
Short Description begins with 🗸	
Case Sensitive	
Limit the number of results to (up to 800): 300	
Search Clear Basic Search 🖾 Save Search Criteria	

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

Facility Search Criteria	Facility Search Results								
Acaden	nic Institution CLI Colorado Spr	inas							
Meeting Criteria									
noting ontoin	From Date 08/11/2022		*End Date 08/11/2022						
*Meeting	Start Time	*Meeting	J End Time		W	T	F	s s	
Facility Criteria									
	Facility Type								
*Ger	eral Assignment Ignore Field	~	Room Capacity F	rom		Room	Capacit	у То	
Acade	mic Organization	Q							
	Facility Partition								
	Location Code	Q				Ect	ch Eacilit	ioc	
	Building	Q				Fet	on r aciiit	163	
The turn to Search	Notify								

Facility Search Criteria | Facility Search Results

- 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 <mark>08/22/2022</mark>	*End Date 12/17/2022	м	т	w	т	F	s	s	
*Meeting Start Time 1:40PM	*Meeting End Time 2:55PM			2					

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 Spring	S							
Meeting Criteria								
*From Date 08/22/2022 13	*End Date 12/17/2022 3	M	T	W	T	F	s 	s □

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

Facility Search Criteria Facility Search Results									
Academic Institution CU Colorado Springs	3								
Meeting Criteria									
*From Date 08/26/2022	*End Date 08/26/2022	м	т	w	т	F	s	s	
*Meeting Start Time 1:00PM	*Meeting End Time 3:00PM								

- 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 Ignore Field Room Capacity From	Room Capacity To
Academic Organization	
Facility Partition	
Location Code	Fotch Facilities
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 (<u>schedreg@uccs.edu</u>) 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.

Facility Criteria		
Facility Type		
*General Assignment Yes	Room Capacity From 10	Room Capacity To 999
Academic Organization		
Facility Partition		
Location Code		Fetch Facilities
Building		i otori i donitios

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

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Fyam	nle 1·	Findina	a room i	n l Iniversit	v Hall tha	t can hold	at least 25	neor	nle would look li	ke this [,]
LAUIN	pic 1.	1 maning	<i>u</i> 100//////		y man tha	c cun nonu		ρυσμ		in this.

Facility Criteria				
Facility Type	Q			
*General Assignment	Yes	✓ Room Ca	pacity From 25	Room Capacity To 300
Academic Organization				
Facility Partition	Q			
Location Code	Q			Fetch Facilities
Building	C_UHAL Q			

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

Facility Criteria				
Facility Type				
*General Assignment Yes	*	Room Capacity From	Room Capacity To	
Academic Organization				
Facility Partition				
Location Code				
``````````````````````````````````````			Fetch Facilities	
Building <mark>C_COLU</mark> Q	Columbine Hall			



Facility Criteria		
Facility Type		
*General Assignment Yes 🗸 🗸 🗸	Room Capacity From	Room Capacity To
Academic Organization		
Facility Partition		
Location Code		Fatch Facilities
Building		

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 🛐	ти	т с	6	c
*Meeting Start Time 1:40PM	*Meeting End Time 2:5	5PM				<b>3</b>
Facility Criteria						
Facility Type						
*General Assignment Yes	✓ Ro	om Capacity From		Room Capa	acity To	
Academic Organization						
Facility Partition						
Location Code				Eatch Es	cilities	
Building				I EICH FA	Cintes	

- Return to Search 📰 Notify
- 8. The search results will populate on the next tab *Facility Search Results*:
  - a. The search specifications will display on the top in bold
  - b. Ignore rooms without a capacity as they are not actual facilities
  - c. General academic rooms with display a Y under the Assignment column for "Yes"

		CU Colorado Spr	ings					
The follow	ving facilitie	s match you	coarch c	itoria I	rom Data: I	00/00/0000	nd Data	
12/17/201	Montine	s match your		Mootin	-TOIT Date.	2.55PM Day	rid Date	k: Mon
Mad Co	z, weeting	y Start Time.	1.40F WI,	weeun	y Enu nine.	2.55FW, Day	y or wee	
wed, Ge	neral Assig	nment: Yes,						
				Personal	ize   Find   Vie	w All 🛛 🖓 🗌 📑	First 🖪	) 1-7 of 7 (
Building	Room	Facility ID	Capacity	Туре	Acad Org	Assignment	Partition	Location
COLUMBINE	105	CCOLU105	11	SMNR		Y		MAIN
	ROOM	CNO ROOM		LCTR		Y		MAIN
NO				LOTO				MAIN
NO	S25	CNO S25		LCTR		Y		IVI/ALIN
NO NO OFF	S25 SITE	CNO S25 COFF SITE		LCTR		Y		MAIN
NO NO OFF MEETS	S25 SITE REMOTELY	CNO S25 COFF SITE CREMOTE		LCTR LCTR NMAP		Y Y Y		MAIN
NO NO OFF MEETS UNIV_HALL	S25 SITE REMOTELY 133	CNO S25 COFF SITE CREMOTE CU H 133	48	LCTR LCTR NMAP CLR		Y Y Y Y		MAIN MAIN MAIN



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:

Eacility 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

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 Fac	ility		
Enter any information	you have and click S	earch. Leave field	ds blank for a list of all values
Find an Existing V	/alue		
Search Criteria	1		
Academic Institution Description	begins with V CUS	SPG	
Short Description	begins with 🗸		
Limit the number of re	esults to (up to 800):	300	
Search Cle	ar Basic Search	Save Search	Criteria
Search Results			
View All	First 🕢	1 of 1 🕟 Last	
Academic Institution	Description	Short Description	
CUSPG C	CU Colorado Springs	CUSPG	

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

Facility Search Criteria Facil	ity Search I	Results							
Academic Ir	nstitution	CU Colorado Sp	rings						
The follow 12/17/202	ving facili 22, Meet	ities match you ing Start Time:	r search ci 8:00AM,	riteria. Meetir	From Date: ng End Time	06/30/2022, E 9:15AM, Day Coom Capacity	End Date	: k: <b>Mon</b>	
vved, Ge	neral Ass	signment. Tes,	Room Ca	расну	F10111. <b>20</b> , F		10. 300	,	
wea, Ge	nerarAs	signment. Tes,	RUUIII Ca	Perso	onalize   Find   \	/iew All   🔄   🌉	First	' ④ 1 of 1 🕞 l	.as
Building	Room	Facility ID	Capacity	Perso	nalize   Find   V Acad Org	/iew All   [2]   []] Assignment	First Partition	• 1 of 1 (b) L Location	.as
Building CENTENNIAL	Room 203	Facility ID CCENT203	Capacity 290	Perso Type AUD	Acad Org	/iew All   [ ]   ] Assignment	First Partition	<ul> <li>I of 1 () I</li> <li>Location</li> <li>MAIN</li> </ul>	as

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. ***