# 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
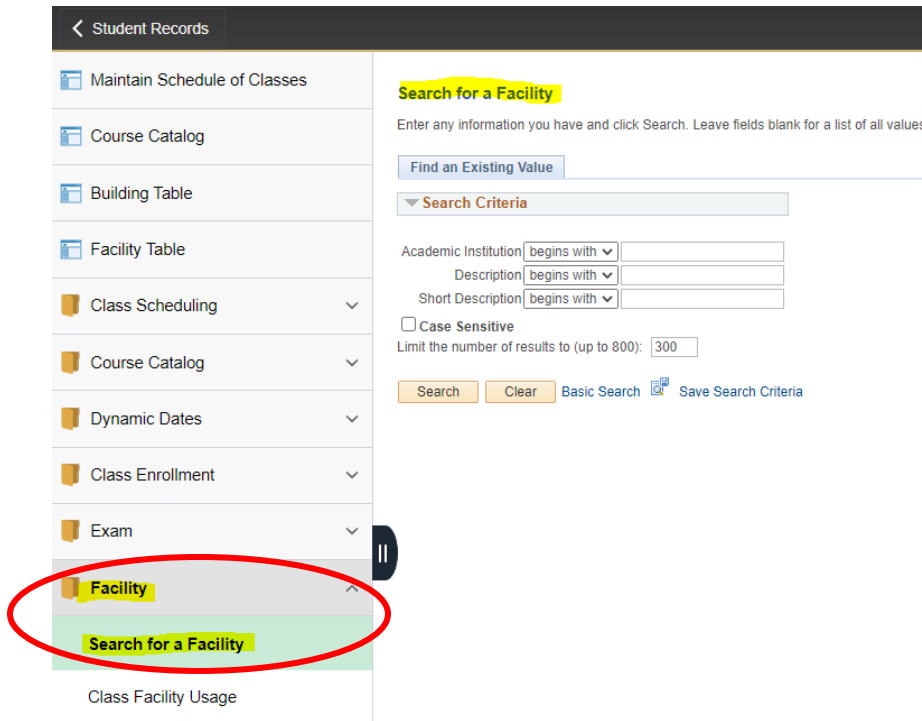
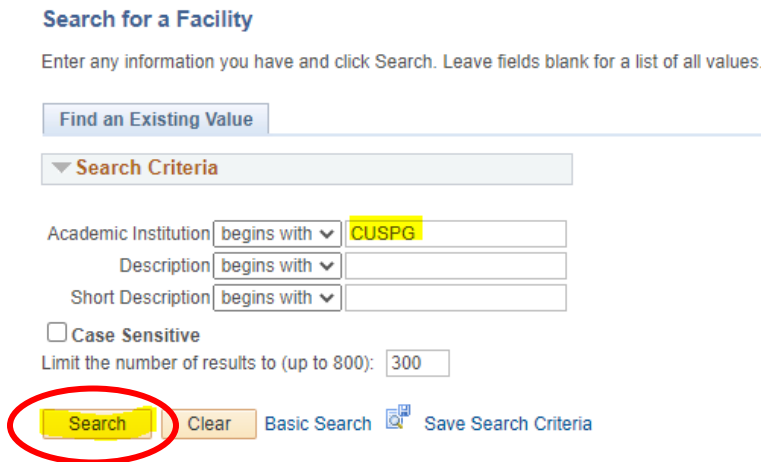   a. **Connection to UCCS Campus VPN required***
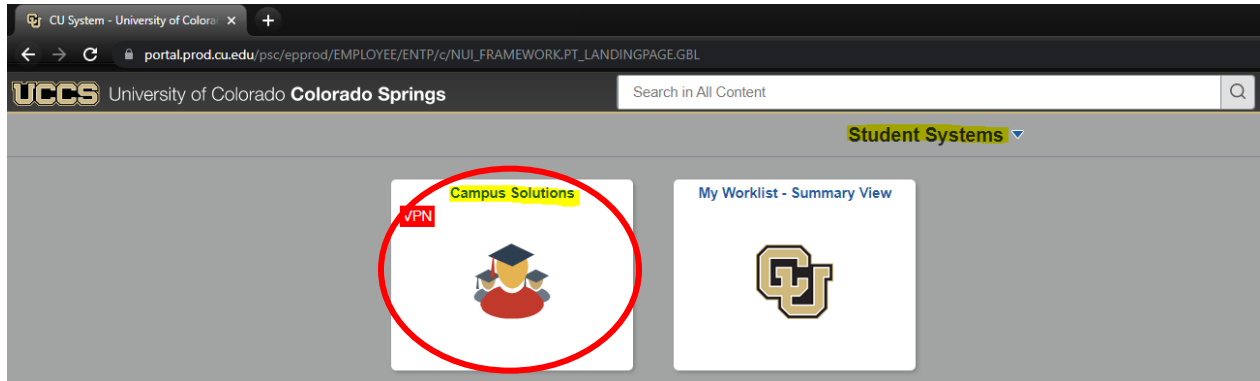
2. From *Student Records* screen > Select *Course and Class* tile
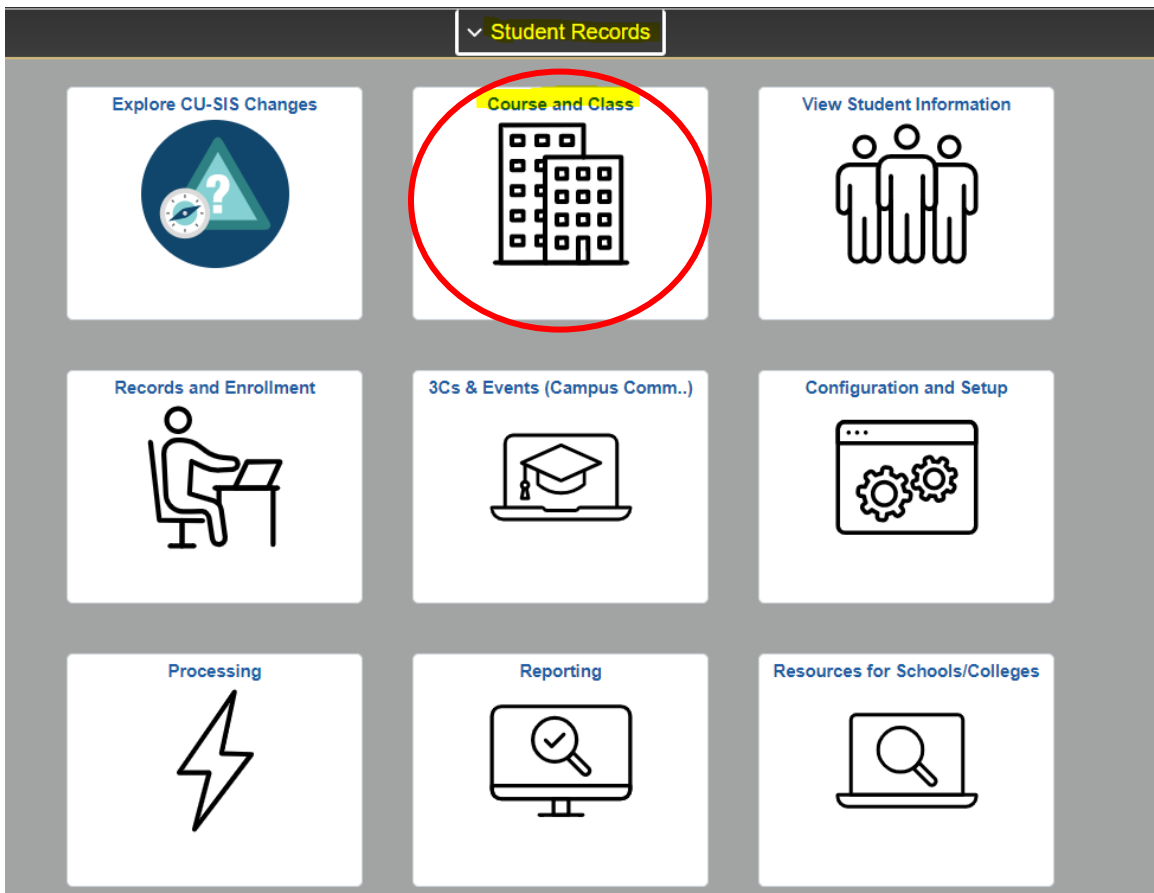
3. Using the *Facility* dropdown folder on the left-hand navigation pane > Select *Search for a Facility*

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:
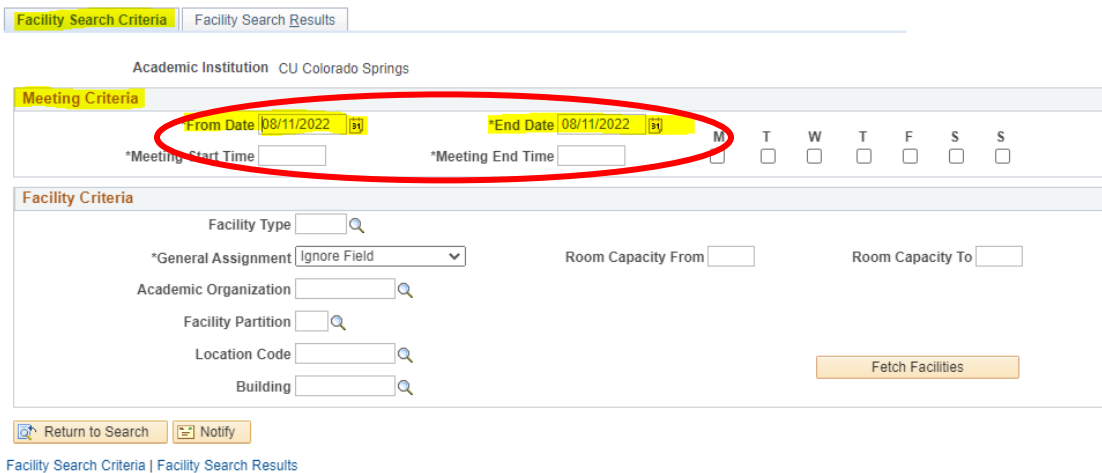
5. In the *Meeting Criteria* fields - enter the date range, days of the week needed, and start/end time

    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:

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:

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:

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.

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) 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		

*** 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:

Facility Criteria

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

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 C_COLU Columbine Hall		

Example 3: Finding a room of any size in any building 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		

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

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"

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

9. To avoid redundancy and frustration = DO NOT click the *Return to Search* button if you are still searching for rooms!
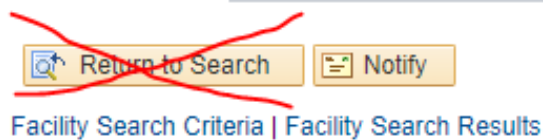
a. This will cause the search to backtrack to the first *Find an Existing Value* screen and will wipe the entered search criteria. Do not click this button to avoid refilling out all the information again!

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

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. ***