

PROVIDING CLASSROOM INFORMATION IN WEN

- Estimate the maximum enrollment carefully so the scheduling team can plan the correct size classroom for the course. This number can be revised during registration and add/drop periods. The scheduling department does pay attention to course demand statistics during registration.
- The system defaults to *No Room Assigned* until you add the day/time for the classroom.
- If you change the time the course meets after a room has been assigned, the system will default to *General Assignment Room*. It's a good idea to email classrooms@yale.edu to let them know that the meeting time has changed. Be sure to include the course number and title in the message.
- If your department manages department-shared rooms, those rooms are listed in the *Room* drop-down menu. If you don't see your department-shared classroom in the *Room* field, email classrooms@yale.edu and ask them to add it. It is very important to add your shared classroom information to the course offering so the team knows they don't need to find a classroom for your course.