

## **Frequently Asked Questions – Alternate Classroom Inventory**

### **Q: The space I was assigned won't work for my class? What do I do?**

A: Classroom change requests should be submitted using the 'faculty request a classroom change' form found on MesAmis– the same process as previous years. However please note that, because of the nature of temporary space, it may not be possible to accommodate all requests.

**Faculty are asked to delay submitting requests for classroom changes until August.** Requests cannot be processed until the majority of registration has occurred, so that the Registrar's Office can make appropriate classroom changes based on course enrolments.

Priority will be given to requests made because of accessibility or medical considerations, or because of changes based on course enrolments. Requests that are made for reasons outside of these considerations will be evaluated on a case-by-case basis, and may not be accommodated.

All classroom changes must be processed through the Registrar's office.

### **Q: Why was my course assigned to a room with a lower capacity than the enrolment cap?**

A: These assignments were made, where necessary, so the course could be scheduled in the requested time block. Prior to making this adjustment, historical actual course enrolments were reviewed. As we are using an alternate room inventory for the 2017-18 academic year, we will be regularly reviewing room assignments and adjusting as necessary based on enrolment.

### **Q: Will the availability of temporary classrooms have an impact on the teaching timetable?**

A: No. The teaching timetable will not change for the 17/18 academic year.

### **Q: Will all temporary spaces be available for each timetable block?**

A: No. Some spaces will only be available for use as classrooms in either the fall or winter terms, while other spaces are only available at certain times of day.

### **Q: Some of these spaces weren't designed as classrooms. How are considerations like technology, furniture and noise interference being addressed?**

A: The Registrar's Office is working closely with IT Services and Facilities Management to ensure all spaces will be outfitted with appropriate technology and classroom furniture. Considerations like acoustics/sound-proofing are being handled on a case-by-case basis, and will be addressed in time for the fall term.

### **Q: How should I prepare to teach in one of the temporary spaces?**

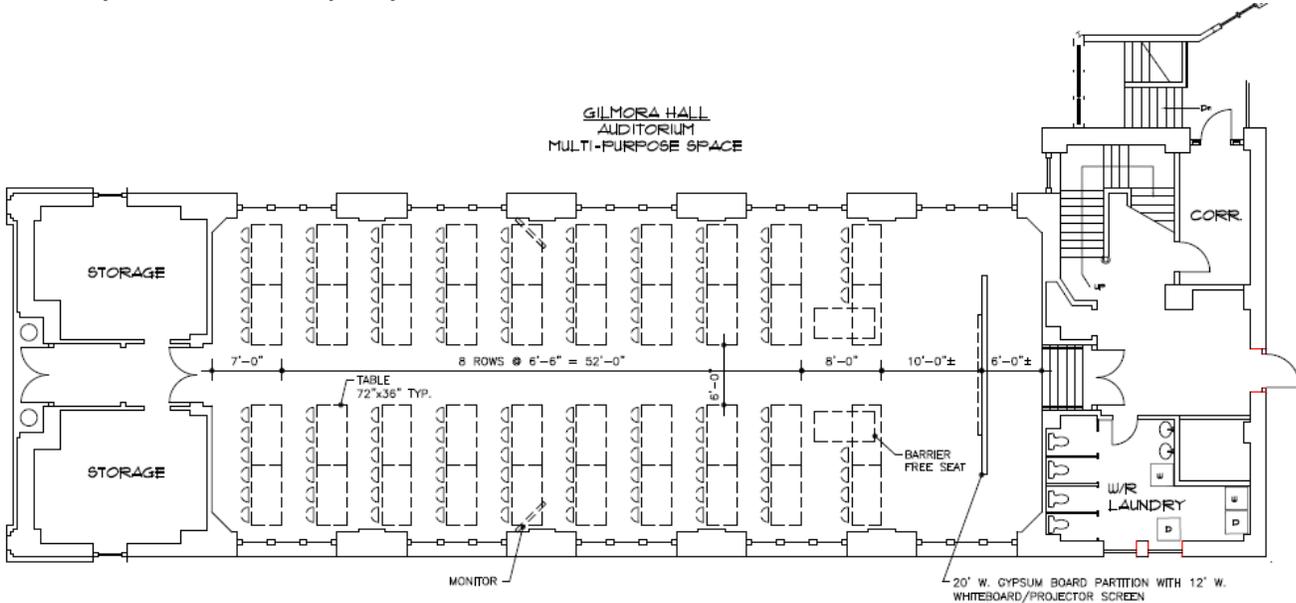
A: Familiarize yourselves with the layout of your assigned classroom as illustrated in this document. This will give you an idea of how the room will be oriented and what to expect in terms of a teaching/learning space.

Faculty are strongly encouraged to visit their classroom at least a week before term begins to get used to the space and test any required technology. This will allow enough time for problems to be addressed before students arrive.

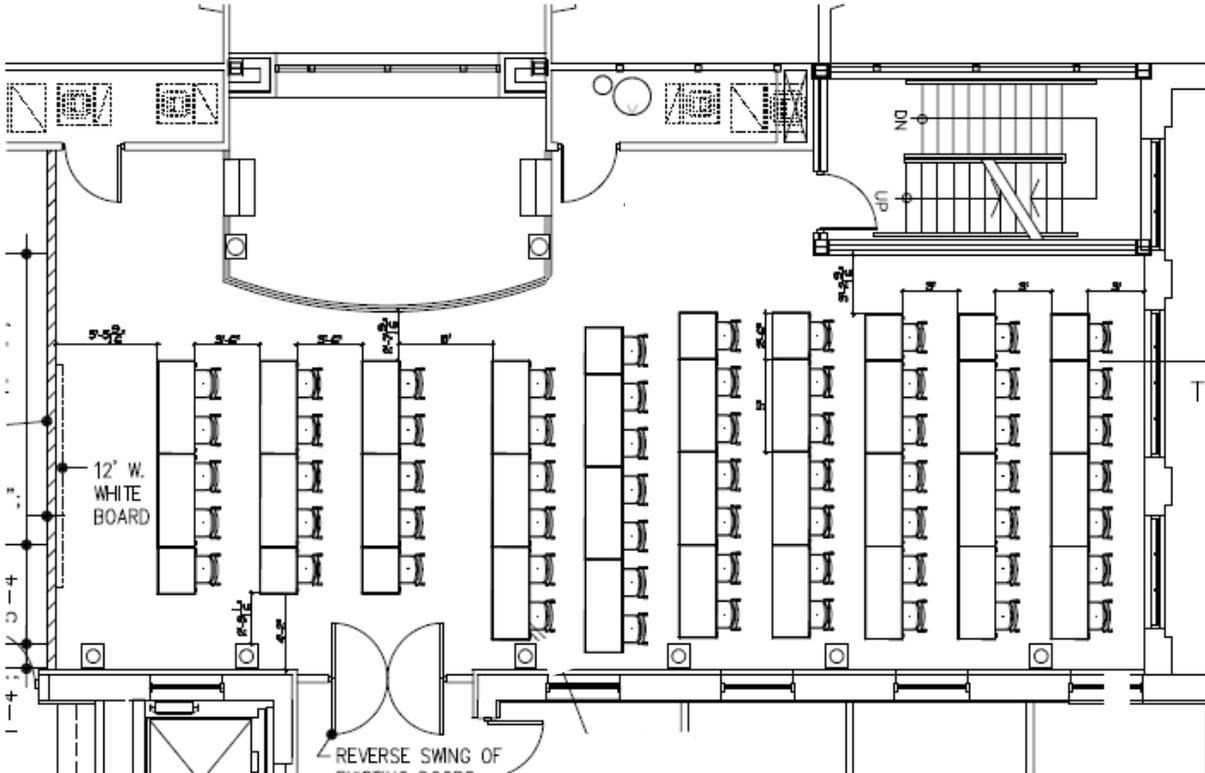
**Alternate Classroom Inventory – Room Sketches**

*Please note: Sketches have been prepared for a selection of the overall complement of alternative classrooms.*

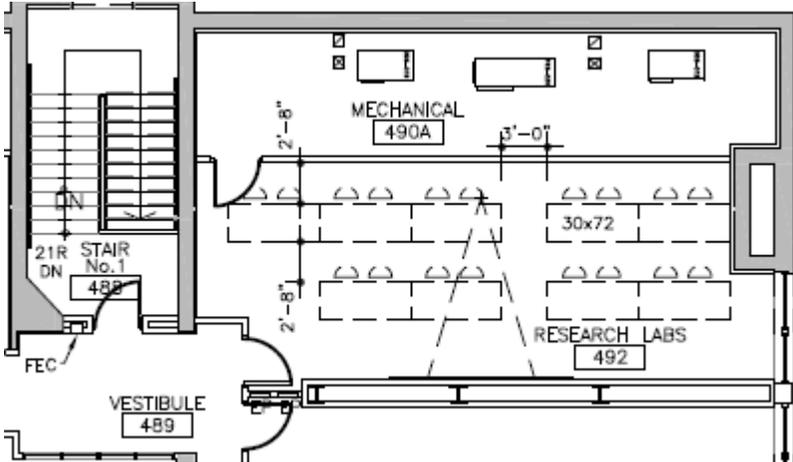
**Gilmora Gym Classroom – Capacity 100**



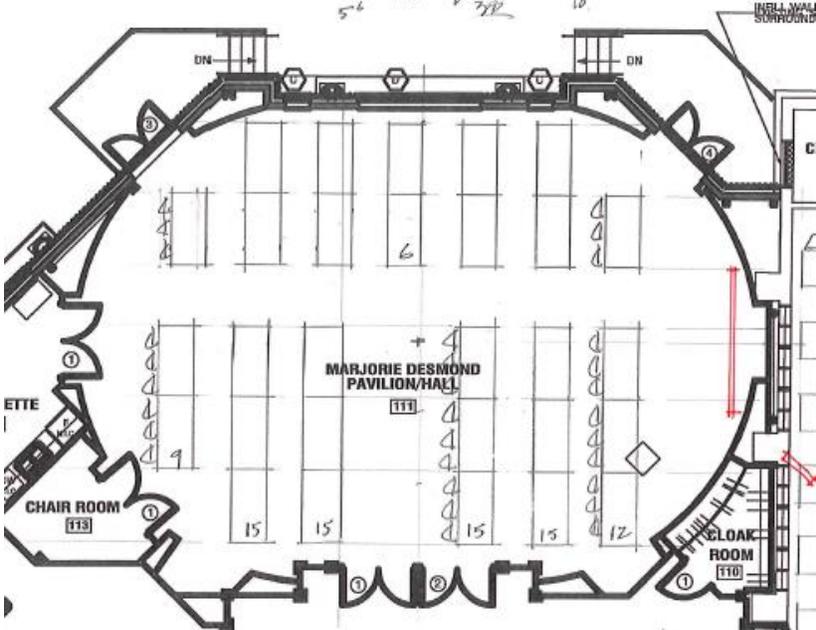
**Schwartz 330 Classroom – Capacity 60**



Schwartz 492 Computer Lab – Capacity 20

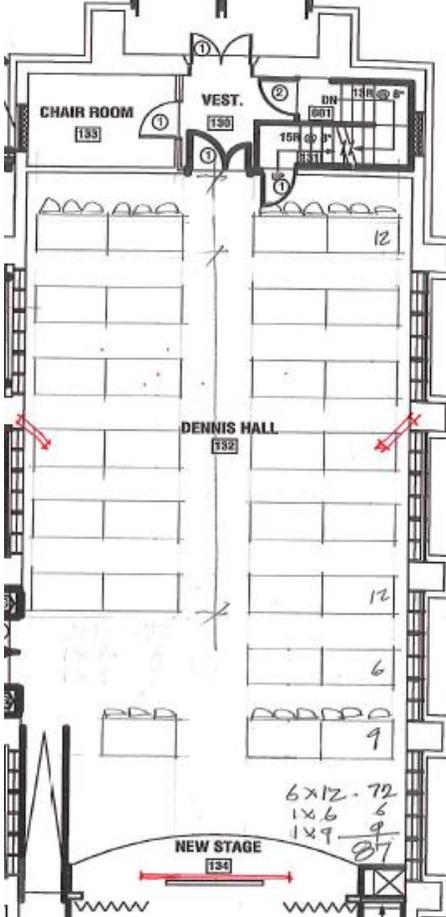


Desmond Hall Classroom – Capacity 80



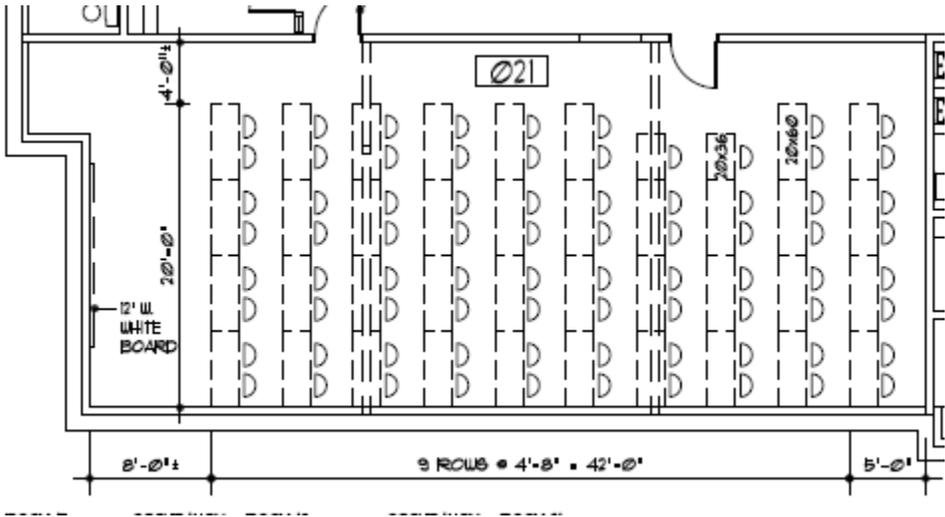
**Dennis Hall Classroom – Capacity 80**

*Note: Dennis Hall will be used during the **winter** term only*

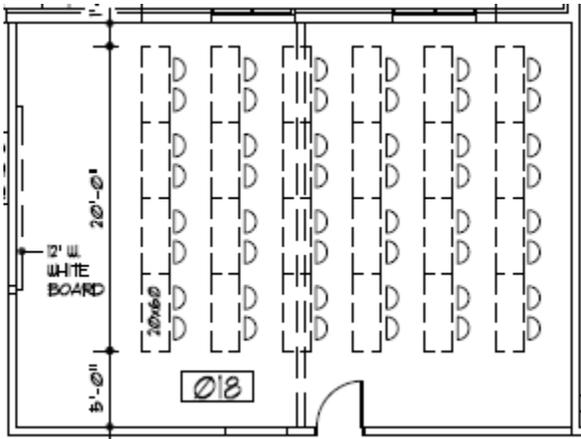


St. Ninian's Place

Room 21 Classroom – Capacity 80



Room 18 Classroom – Capacity 48



Room 17 Seminar – Capacity 20

