

Guideline for Scheduling Lab or Proprietary Classroom Space

Log into CU-SIS <https://isis-cs.cusys.edu/FedAuthLogin.html>:



Failure to follow University data security and confidentiality requirements may subject the user to penalties such as employment termination, suspension of access privileges, a letter of reprimand, an unsatisfactory performance evaluation and/or accountability in a court of law. By logging on you acknowledge your acceptance of this statement.

User ID:

Password:

Directory: System

Go to Curriculum Management->Schedule of Classes->Maintain Schedule of Classes

Enter in the term and course information you are scheduling and then click on the Search button.

Maintain Schedule of Classes

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

Find an Existing Value

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

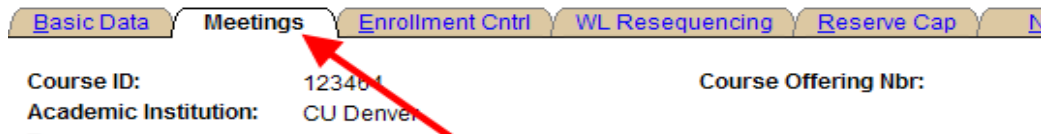
Course ID: begins with

Course Offering Nbr: =

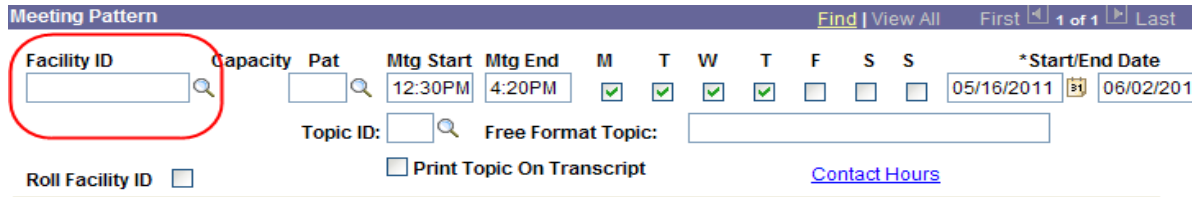
Case Sensitive

[Basic Search](#)

Select the Meeting tab near the top.

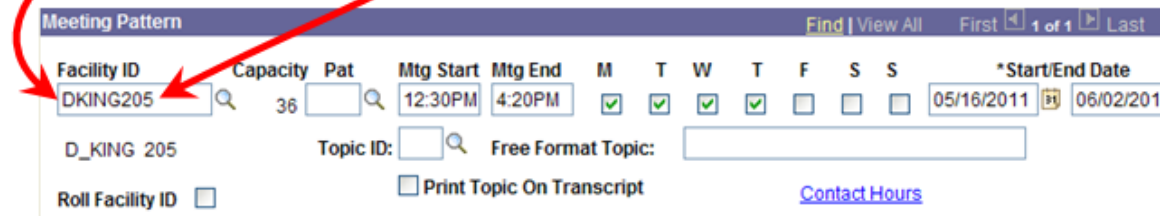


Under Meeting Patterns, you will find the Facility ID field where you can enter either the lab or proprietary classroom in the blank field.



The Facility ID Field – Is made up of two values

- The Building abbreviation
- The Room number



Below is a list of the building abbreviations.

Building	Abbreviations
Admin	DADMN
Arts	DARTS
CU Building	DCUDN
Central	DCNTR
Facilities Annex	DFACL
King	DKING
Auraria Media Center	DLBMC
Auraria Library	DLBMD
Lawrence Street	DLWST
Modular Classrooms	DMODL
North	DNRTH
PE/Event Center	DPHED
Plaza	DPLZA
Science	DSCIB
South	DSOTH
STARZ Theatre	DSTAR
Seventh Street	DSVST
Technology	DTECH
West	DWEST

Remember to Click Save

