

Search for a Facility

Step 1- Navigate to “Search for a Facility”

ORACLE

Favorites | Main Menu > Curriculum Management > Facility and Event Information > Search for a Facility

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

Maximum number of rows to return (up to 300):

Academic Institution: begins with

Description: begins with

Short Description: begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Step 2 - Click on the Search button

ORACLE

Favorites | Main Menu > Curriculum Management > Facility and Event Information > Search for a Facility

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

Maximum number of rows to return (up to 300):

Academic Institution: begins with

Description: begins with

Short Description: begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Search for a Facility

Step 3 - Facility Search Criteria

ORACLE

Favorites | Main Menu > Curriculum Management > Facility and Event Information > Search for a Facility

Facility Search Criteria | Facility Search Results

Academic Institution: Cal Poly Pomona

Meeting Criteria

*From Date: 03/28/2011 *End Date: 06/03/2011

*Meeting Start Time: 6:00PM *Meeting End Time: 7:50PM

M Tu W Th F Sa Su

Facility Criteria

Facility Type: LCTR Lecture Room

*General Assignment: Ignore Fld Room Capacity From: Room Capacity To:

Academic Organization:

Facility Partition:

Location Code:

Building: 009 9

Fetch Facilities

Return to Search | Notify

[Facility Search Criteria](#) | [Facility Search Results](#)

Required Fields:

- **From Date:** and **End Date:** enter the quarter start and end date.
- **Meeting Start Time:** and **Meeting End Time:** enter the class meeting start and end time.
- Check off all class meeting days.

Optional Fields: allow you to refine your search further (Please ignore all fields except for those listed below). If you do not know what to enter into these fields, click on

- Facility Type
- Room Capacity From
- Building

In the example above, we are searching for a facility that is available Spring Quarter 2011 from 6:00pm to 7:50am on Tuesday and Thursday. We've refined our search by inputting a Facility Type of LCTR (lecture).

Once you've entered all necessary information, click on **Fetch Facilities**. Your results will show up on the 2nd tab (Facility Search Results) of the "Search for a Facility" screen.

Search for a Facility

Step 4 - Facility Search Results

ORACLE

Favorites | Main Menu > Curriculum Management > Facility and Event Information > Search for a Facility

Facility Search Criteria | **Facility Search Results**

Academic Institution: Cal Poly Pomona

The following facilities match your search criteria. From Date: **03/28/2011**, End Date: **06/03/2011**, Meeting Start Time: **6:00PM**, Meeting End Time: **7:50PM**, Day of Week: **Tues Thurs**, Facility Type: **LCTR**, General Assignment: **Ignore**
Fld, Building: **009**,

Building	Room	Facility ID	Capacity	Type	Acad Org	Assignment	Partition	Location
9	133	009 0133	37	LCTR	52-CEGR	N		CPP
9	263	009 0263	35	LCTR	132-SCI	N		CPP
9	271	009 0271	37	LCTR	41-CBA	N		CPP
9	273	009 0273	37	LCTR	50-CEIS	N		CPP
9	305	009 0305	48	LCTR	52-CEGR	N		CPP
9	425	009 0425	32	LCTR	52-CEGR	N		CPP
9	427	009 0427	30	LCTR	52-CEGR	N		CPP
9	429	009 0429	31	LCTR	52-CEGR	N		CPP

Return to Search | Notify

[Facility Search Criteria](#) | [Facility Search Results](#)

Results are determined by the information entered in the “Facility Search Criteria” tab. In the example above, there are 8 facilities that meet the criteria entered in the “Facility Search Criteria” tab. The classrooms that are provided by the search are available on the days and times indicated in the “Facility Search Criteria” tab. To view classes scheduled in a specific room, navigate to the “Class Facility Usage” page.

Building: Building

Room: Room number

Facility ID: Building & Room number

Capacity: Number of available stations

Type: Facility type (e.g. LCTR, LAB, etc. – will not show if facility is a TELS/LCTI room)

Acad Org: Identifies the unit the facility is allocated to

Assignment: Does not indicate if room is available to be reserved

- **Y:** indicates that **only** the Acad Org identified can reserve the facility
- **N:** indicates that **any** College/Dept can reserve the facility **

*** Colleges are expected to cooperate and follow the quarterly schedule building timeline found on the Curriculum and Scheduling Resources website

<http://www.csupomona.edu/~academic/programs/scheduling/schedule_building_timeline.shtml>.