**Texas A&M University-Corpus Christi Office of the University Registrar**

# Ad Astra Scheduling Preferences

Date Submitted: _____

Department Name: _____

Contact Name: _____  Contact Email: _____

Subject(s) and/or Course#:[i.e.COMM 1311,  All MEDA}: _____

_____

Meeting Type [i.e.LEC, LAB, RCT, PRA]: _____

_____

Room Type [i.e.classroom or PENS Lab]*: _____

_____

Features[i.e. room with moveable chairs]: _____

_____

Building(s): _____

_____

Instructor Preference *(if a particular instructor needs a particular for medical or pedogiclal reason):* _____

_____

Exclude from rooms [do not place in CS or ECDC OR do not put in CS 103]: _____

_____

Notes: _____

_____

## Examples

- All of our Math subject courses,regardless of meeting type, or instructor, are required to be in Classroom: subject: MATH, meeting type: ANY, room type: Classroom, Building: ANY
- All of our Biology subject labs, regardless of instructor, are *required* to be in LCSI Labs: subject: BIOL, meeting type: Lab, room type: LSCI Labs.
- All of our KINA subject courses, with a LAB of meeting type, are *required* to be in the region (group) of KINE: Subject: KINE, Meeting Type: LAB.
- All of our MUEN subject, regardless of meeting type, or instructor, are *preferred* to be in rooms CA 228, 140 and 229: Subject: MUEN, room type: Classroom-Music, Notes; CA 228, 140, 229