

PURPOSE

This procedure provides the steps and guidelines for requesting a supplemental classroom for a course using the 25Live system.

25LIVE TARGET AUDIENCE

- Department Chairs/Faculty
- Faculty Support Staff

RELEVANT LINKS

[25Live Dashboard](#)

[Academic Space & Scheduling](#)

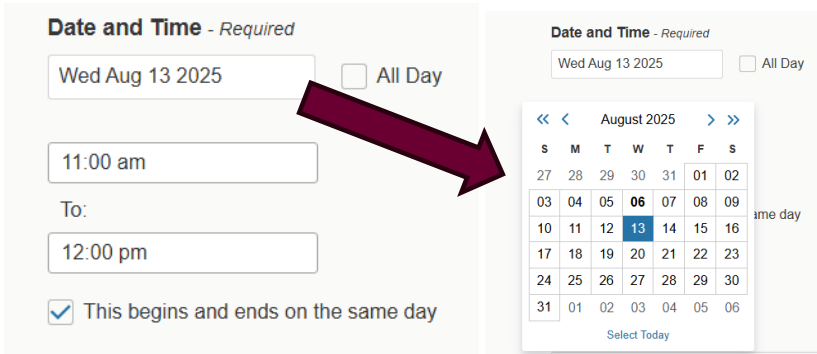
GENERAL INFORMATION

Guidelines for Classroom Requests:

- To request an academic classroom, the number of guests and the purpose of the request are required.
- If only CMU faculty, staff, and students will be attending for instructional purposes, please proceed with the steps outlined below.
- This request process is not intended for meetings with participants from outside CMU. Please refer to the Requesting a Meeting or Requesting an Event guides for additional details related to the other event types.
- Requesting a classroom does not mean that the room has been reserved. Classrooms are reserved when the confirmation email is received from the Registrar's Office via the 25Live tool.
- The requester preferred locations and dates/times will be included in the request. However, there may be conflicts not visible through the 25Live tool that require an adjustment. If this occurs, the Registrar's Office will coordinate with the requestor to provide alternate space and/or date/time options to ensure a successful booking.
- All classrooms are mediated and have either a PC or Mac. If additional equipment is needed, you cannot use this reservation type. Please refer to the Requesting a Meeting or Requesting an Event guides to schedule a meeting with additional equipment.
- Academic classrooms may be reserved between the hours of 8:00 a.m. and 10:00 p.m.
- Weekend requests must be submitted by 11 am the preceding Friday.

PROCEDURE STEPS

Step	Description
	Note: Fields present on the form but not discussed in the steps below are not required for the submission of academic space requests and can be skipped.
01	Requestor identifies need for supplemental course activity and gathers needed information to submit request.
02	Navigate to the 25Live dashboard and select the Create an Event button located in the middle of the display.
03	Enter a descriptive name for the request in the Event Name field.
04	An optional Official Event Title can be entered, if the event is published in the CMU University Calendar.

Step	Description
05	<p>Select the following Event Type specific to academic activity. If you cannot see this event type, reach out to coursescheduling@cmich.edu for assistance.</p> <ul style="list-style-type: none"> Course – Course Related Supplemental Classroom <p>NOTE: Requests for academic spaces that are not associated with course work are categorized as ‘Event’, ‘Meeting’, or similar. These requests are managed independently of course related spacing needs and are routed to the appropriate teams for approval and coordinated support. For example, for academic (department) meetings, please select Meeting – Regular – Department. Refer to the Requesting a Meeting guide reserve space for a meeting or other non-course related gatherings.</p>
06	<p>Select the organization from the list that represents the Primary Organization (Billed) information. This is the organization that is responsible for paying for the space and activities if charges are incurred. (Typically, there are no charges associated with reservations for courses.)</p>
07	<p>Enter the Expected Head Count in the appropriate field. This will enable the approvals team to verify the space requested is appropriate for the audience size.</p>
08	<p>Enter the details of the need in the Event Description field. Provide as much context as possible for the Registrars Office to understand the request.</p>
09	<p>Enter the Date and time of your request. Click on the date presented in the field to activate a calendar to aid in selection.</p> 
10	<p>Use the optional Additional time section only if time is required for set-up tasks, clean-up, etc. This will result in an adjustment to the reservation duration to accommodate the entire time needed for this activity. Note that the time is slotted for Days, Hours and Minutes.</p>

Step	Description
	<div> <div>Additional time</div> <div> <div>Setup Time</div> <div> <div>0</div> <div>Days</div> <div>0</div> <div>Hours</div> <div>0</div> <div>Minutes</div> </div> </div> <div>Pre-Event Time</div> <div> <div>0</div> <div>Days</div> <div>0</div> <div>Hours</div> <div>0</div> <div>Minutes</div> </div> <div>Post-Event Time</div> <div> <div>0</div> <div>Days</div> <div>0</div> <div>Hours</div> <div>0</div> <div>Minutes</div> </div> <div>Takedown Time</div> <div> <div>0</div> <div>Days</div> <div>0</div> <div>Hours</div> <div>0</div> <div>Minutes</div> </div> <div> Reservation Start: Thu Aug 07 2025 9:00 am Reservation End: Thu Aug 07 2025 10:00 am <div> Reservation Duration: 1 Hour </div> </div> </div>

Requesting Academic Spaces for Course needs

Effective Date: 8/26/2025

Author: Event Planning & Space Reservations Team

Step Description

Pattern Picker

Choose how you would like this to repeat

Weekly

Repeats every

week

Repeats on

☐ Sun
 ☐ Mon
 ☐ Tue
 ☒ Wed
 ☐ Thu
 ☐ Fri
 ☐ Sat

Repeats through

Wed Aug 13 2025

Ends after

1

iterations

Cancel

Select Pattern

The Manage Occurrences button can be used to review and remove dates that need to be adjusted before submission of the request.

All Date Occurrences

You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.

Include Only Missing Locations

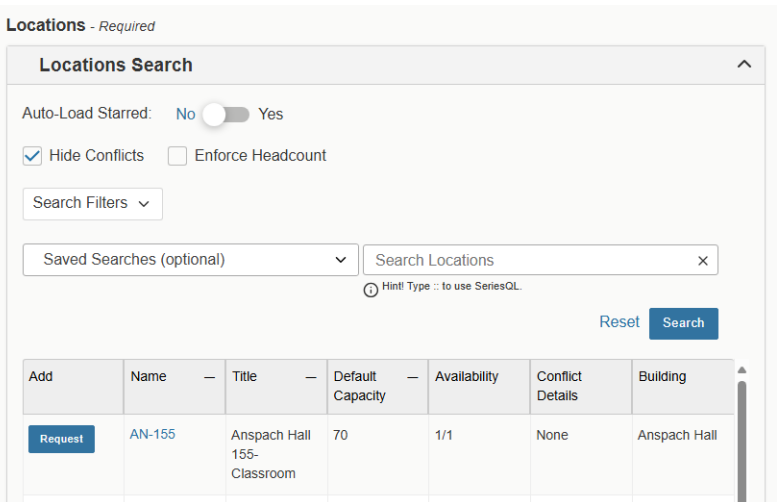
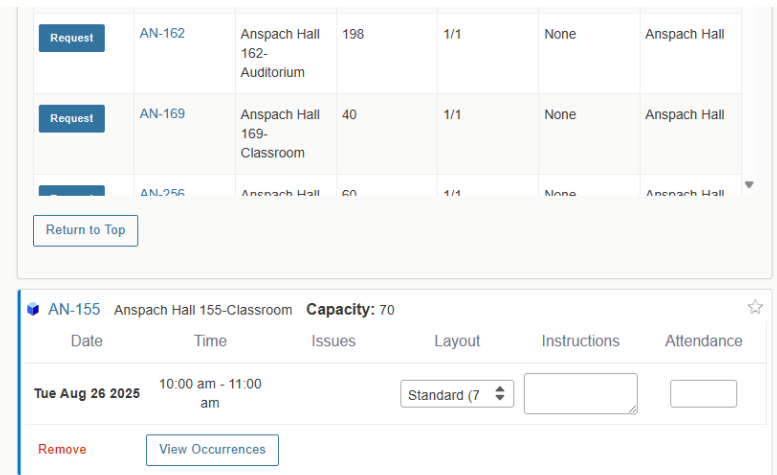
Include Only Missing Resources

View Included

+ Add Occurrence

Include In Search	Dates	Times	Comment	State	Remove
<input checked="" type="checkbox"/>	Wed Aug 13 2025	11:00 am 12:00 pm		Active	Remove
<input checked="" type="checkbox"/>	Wed Aug 20 2025	11:00 am 12:00 pm		Active	Remove
<input checked="" type="checkbox"/>	Wed Aug 27 2025	11:00 am 12:00 pm		Active	Remove
<input checked="" type="checkbox"/>	Wed Sep 03 2025	11:00 am 12:00 pm		Active	Remove
<input checked="" type="checkbox"/>	Wed Sep 10 2025	11:00 am 12:00 pm		Active	Remove
<input checked="" type="checkbox"/>	Wed Sep 17 2025	11:00 am 12:00 pm		Active	Remove
<input checked="" type="checkbox"/>	Wed Sep 24 2025	11:00 am 12:00 pm		Active	Remove

Close

Step	Description
12	<p>Search for and Select your preferred location.</p> <p>Locations that are already scheduled will not be visible to the requestor.</p>  <p>An example search criteria for available locations in Anspach Hall is shown in the image above. The rooms matching the search criteria will be displayed. Make note of the Default Capacity, Availability and Conflict Details columns when making a selection, especially for a recurring need.</p> <p>Choose the Request button for the location desired to select the room or space.</p> <p>Selected locations will appear in the list below the available options as shown in the image below. Additional functionality is also provided through this view to Remove a selection as well as the option to view additional occurrences of the dates when requesting a recurring event or meeting.</p> 
13	<p>In the Custom Attributes section, enter the following details pertinent to the need for the location reservation:</p> <ul style="list-style-type: none"> Section Number Designator and Number (ABC 123)
14	Read and address the affirmation statement.
15	Review the information included in the submission form. Requestors can use the Preview button to see a condensed version for a quick view.

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Step	Description
	<p>Modify any information as necessary.</p> <p>When all information has been reviewed and the request is ready for submission, select the Save button.</p>
16	<p>Requestors will receive an email from the 25Live scheduling tool confirming submission. Review the email for reservation information and reach out to coursescheduling@cmich.edu with questions.</p> <p>Requestors will also receive a final email once the request is processed and space is confirmed.</p> <p>Requestors may also receive interim communicators originating from the 25Live tool if additional details are required.</p>
17	<p>All requests are assigned a Reference number. Use this reference when communicating with the appropriate teams regarding the request.</p>

VERSIONING

Version	Date	Who	Changes
1	08/25/2025	UTO Business Process Analyst	Version 1 for General Supplemental Classroom needs