CPI User Guide – Preferences

Setting Room Preferences

A guide to setting room preferences in the CPI.

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Log in to the Campus Planning Interface at https://emscampus.app.vanderbilt.edu/CampusPlanningInterface/Login.aspx.

Viewing Courses in the Academic Browser

1. Double click on the Academic Browser to view courses.

2. Change the Browse For drop down menu to “course dates” and click Get Data.
Adding a Room Preference

Room preferences will not populate under Location until a room has been assigned. Assignments will take place after the schedule has gone live in YES.

If a preference has been assigned through the process described herein, “1” will appear in the Preferences Exist column. Preferences can exist as an area preference, building preference, and/or building and room preference. Most classes have been pre-assigned an area preference. Example: Cohen and Commons.

Note: Columns can be resorted by dragging and dropping a header. See CPI User Guide – Sorting Courses for details.

1. To assign a room preference, select the class you would like to edit and click Set Preferences.
If a course has more than one meeting pattern and both meeting patterns use the same room, select both, then click **Set Preferences**.

2. The course preferences window will open.

3. Select the appropriate radio button under preferences.
   - “Standard Room Preferences” should be used to enter an area, building, or room preference. If you plan on using a departmental room, this is where it needs to be notated. Select the building and room number.
   - “Room Not Required” should only be used if a class has a meeting pattern and it will not meet on Vanderbilt property. For example, if the class meets on Mondays between 2:10 p.m. and 3:00 p.m. at a local non-profit.
   - **Do not use “Publish in PeopleSoft Room” or “Require PeopleSoft Room.”** Room assignments do not exist in PeopleSoft. Selecting either of these options will cause the system to error during the room assignment process.
• The “Same Room” option should be used if a course has two or more different meeting patterns (e.g., Monday 4:10 p.m. – 6:00 p.m. and Tuesday/Thursday 11:10 a.m. – 12:00 p.m.) and it needs to meet in the same room. This may also be used for instructors teaching back-to-back.

4. When adding a room preference select either the building or the view under the Room Settings box. If an area is selected, you may also preference up to three rooms (in different buildings). Please be sure to use a URO designated area.

Important Reminders:

• Rooms that match the enrollment count and location preference will appear in the Matching Rooms box. Use this box as a guide when selecting a preference.
• **If a preference is not added, the class will be scheduled in an all-access room.**
• If a class needs to be assigned in a room that is not listed, please list it in the course notes box. The A&S Deans’ Office will need to review before a preference can be assigned.
• Classes need a day and time for a room to be assigned.
• **NOTE: Selecting a preference does not guarantee a room.**
5. Below the building and room preferences are the audio/visual and features preferences.

![Features Table]

NOTE: Unless a course requires a specific feature and/or audio/visual requirement, please skip the Features section.

6. Click Save.