OFFICE OF THE
University Registrar

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/EMSCampusPlanningInterface.

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**.

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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			
Feature	Do Not Use	Preferred	Required
2 x PC's	◉	○	○
BluRay Player	◉	○	○
Built-in Sound System	◉	○	○
Cable TV	◉	○	○
Computer	◉	○	○
Conference Phone	◉	○	○
Dual Boot Mac	◉	○	○
Dual Projector Screens	◉	○	○
DVD/VCR	◉	○	○
Grand Piano	◉	○	○
LCD Video Projector & Screen	◉	○	○
LCD Video Projector Screen	◉	○	○
Lectern	◉	○	○
Lectern w/ microphone	◉	○	○
Mac	◉	○	○
PC	◉	○	○
Piano	◉	○	○
Portable stage	◉	○	○
Specialty lighting	◉	○	○
Tables & Chairs	◉	○	○
TV	◉	○	○
White Board	◉	○	○
WiFi	◉	○	○
Windows	◉	○	○
Wireless Microphone	◉	○	○

◉ Add To Existing Preferences   ○ Override Existing Preferences

[Save] [Cancel]

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

6. Click **Save**.